My Health*e*Vet Functional User's Guide

Version 1.06 (Draft)

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FUNCTIONAL USER'S GUIDE

REVISION HISTORY PAGE

Date	Revision	Description
August 2001	1.0	Initial Version
October 2001	1.01	Updated with current screens
February 2002	1.02	Updated with current screens and new functionality
March 2002	1.03	Updated with current screens and new functionality
May 2002	1.04	Updated with current screens and new functionality; changed formatting of ***e*VA**ult and My Health***e***Vet
October 2002	1.05	Updated with current screens and new functionality
January 2003	1.06	Updated with current screens and new functionality. Added Section 6, Veterans' Heather Education Library

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SECTION 1
OVERVIEW

My Health***e***Vet (http://www.health-evet.va.gov) is a Web-based system that empowers veterans with information and tools so that they can improve their health to the maximum extent possible. Participating veterans are given copies of key portions of their electronic health records. Each veteran's record is stored in a secure and private environment called an ***e*****VA**ult. The ***e*****VA**ult will be personalized with appropriate links to useful explanatory material to help veterans understand what is in their record, and what they can do to improve their health condition. Veterans can also add structured medical information in the "self-entered" section of their ***e*****VA**ult.

1.1 Veteran Benefits of My Health*e*Vet

The following are veteran benefits of the My Health***e***Vet system:

- Veterans will be able to review their own medical records to better understand their state of health and to explore actions that they can take to improve their health.
- Veterans will be able to own a copy of key portions of their health record and thus be a partner with their health care providers in creating an "epidemic" of health.
- Non-VA health care providers, with the veteran's permission, can have access to information about a patient's care.

1.2 VA Benefits of My Health*e*Vet

The following are VA benefits of the My Health***e***Vet system:

- An educated, empowered patient can participate more fully in his/her health decisions.
- Review of data, from both VA and non-VA care, in a consolidated form is simplified so that recommended actions can be made to improve the overall health of the patient.
- VA will be able to supply services to veterans who are not currently enrolled in the system.
- The system may reduce health care delays caused by follow-up phone calls, faxing, and re-keying information.
- The clinical care team will be able to provide timely quality healthcare to veterans.

1.3 Access Permissions

The veteran "owns" his/her personal health record and has complete control over who can view or update it. The veteran can give an individual full access to view and make changes. The veteran can also give limited access to an individual to view only certain subjects. These individuals are called delegates and grantees.

1.3.1 Delegates

A delegate is an individual that can view everything in the patient's ***e*****VA**ult, enter data in the patient's self-entered area, and create grantees for the patient. Delegates cannot create other delegates (see Section 5.3, Account Access).

1.3.2 Grantees

A grantee is an individual that can view specified areas of the patient's ***e*****VA**ult for a specified period of time (see Section 5.3, Account Access).

SECTION 2
GETTING STARTED

2.1 Overview

The following sections have been developed for and are written to the user to aid in system access and navigation.

2.2 Getting a My HealtheVet Account

For you to have access to My HealtheVet, an account must first be established. To establish your account, perform the following actions:

1. Go to a participating VA medical facility and have your identity validated with a picture by an ROI registrar.

2. The registrar will access the My HealtheVet Registration screen on the VistA system (see *My HealtheVet Staff User's Guide,* Section 2.3, Veteran Registration). With this information, the registrar creates an account and selects a username and default password for you.

After you have been registered at the site, you must complete the log on process each time you come to the My HealtheVet Web site (http://www.health-evet.va.gov). If you do not log on, you will not be able to view or make changes to your record, delegate control of your records to others, conduct searches, or perform other functions.

2.3 First Time Log In

After you have received the registration information, access the system at http://www.health-evet.va.gov and complete the following steps:

1. From the Navigation Bar on the left side of the page, click Log In. The Log In window appears on the screen.

2. Type the user name in the User Name field.

3. Type the password in the Password field.

4. **Note:** Passwords are case-sensitive so be sure to use the correct upper- and lower-case spelling.

5. Click OK or press the Enter key on the keyboard.

Exhibit 2–1: Log In Window

6. After clicking the OK button, the first time log in screen appears with the username already populated. At this screen you must change the password provided at registration to a unique one of your choosing. Create this password following the design guidelines on the screen. Enter it in the New Password field and again in the Confirm New Password field.

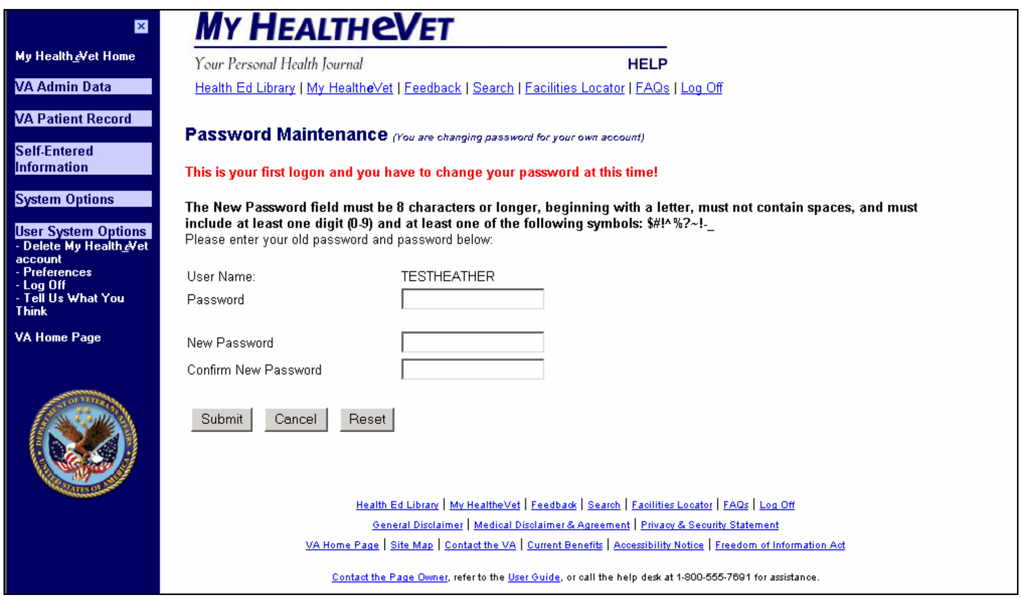


Exhibit 2–2: First Time Log In Password Window

7. Click the Submit button. If the change was successful the following screen appears:

Exhibit 2–3: Password Change Message

8. Click the Go to Health eVault button to access your personal health record.

9. The My Coversheet Summary page opens. Because you have not yet requested data, this page is blank, as is the following exhibit:

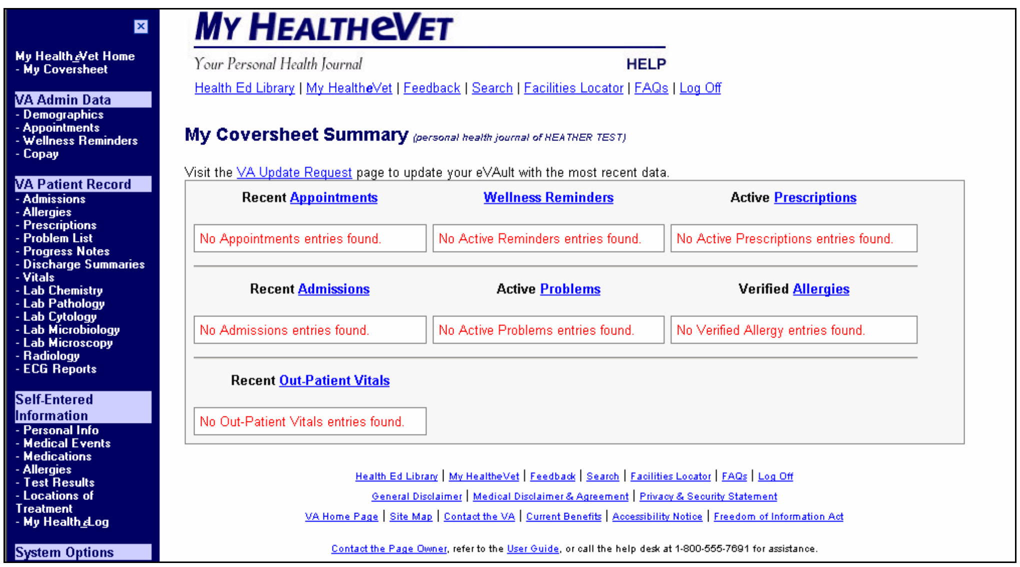


Exhibit 2–4: First Time Coversheet Summary

2.4 Requesting Your Data

At this point, you have accessed your personal health journal. To request information be downloaded to the journal, perform the following actions:

1. Click the VA Update Request link on the left navigation bar. The VA Update Request page opens.

2. Because this is the first download request, it is best to request the complete download. In the future you may wish only to complete smaller requests by site and/or subject areas as there are changes to these. To request the complete record, click the Request All Subject Areas button.

Exhibit 2–5: VA Update Request Page

3. The ROI agreement page opens. To continue the transaction, read and agree to the statements on the information page.

4. The VA Update Request page reopens with a message that the transaction was successful as in Exhibit 2–6.

Note: The system allows you to request only once per subject area in a 24-hour period or until the original request is filled to cut down on redundant requests clogging the system. If for example you create a "monster" request (a request for all subject areas) and attempt to create another before the first is filled, and error message will appear at the top of the table and the second request will not be processed. If you are unsure whether a request has processed, check the bottom of the page for pending requests, access the VA Update History page to get a detailed account of the last request processed.

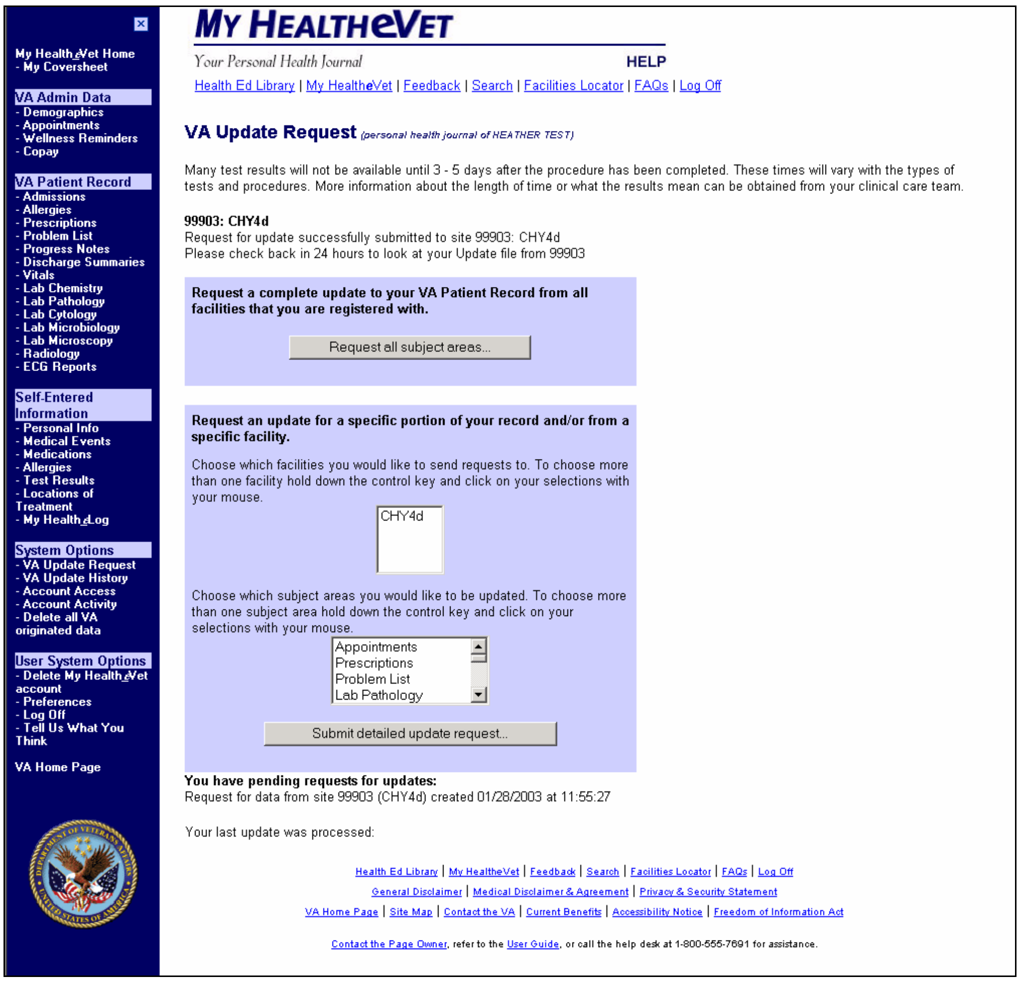


Exhibit 2–6: VA Update Request Confirm Page

5. At this point the transaction is in process. You may either enter information in the self-entered sections of your health journal or log off of the system and wait for the information to be downloaded to your ***e*VA**ult; this usually takes a few hours to complete.

2.5 Routine System Log In

After you complete the first time log in process, you will no longer be prompted to change your password. For security reasons, however, it is a good idea to change it every 90 days or so, using the password maintenance function on the Preferences screen. The system remembers your last five passwords and will not allow you to reuse them; keeping a secure list each time you change it is a good idea.

The username you were given during registration will never change; only the password can be changed. The design instructions found on the password change pages exist for the following technical reasons:

- The Active Directory username cannot contain the symbol @
- The ASP variable must begin with a letter

For each of the following logins to the system, perform the following actions:

1. From the Navigation Bar on the left side of the page, click Log In. The Log In window appears on the screen.
2. Type your name in the User Name field.
3. Type your password in the Password field.
4. Click OK or press the Enter key on the keyboard.

   Note: Passwords are case-sensitive so be sure to use the correct upper- and lower-case spelling.

At this point, if you are not a delegate or grantee for another user's account, your coversheet summary page opens. If you are a delegate or grantee, the following screen will appear, which directs you to select either your own eVAult or the account for which you are a delegate or grantee to view records.

Exhibit 2–7: Welcome Page for User with Delegate/Grantee Privileges

After you have logged on, you will have access to the following:

- VA Admin Data
- VA Patient Record
- Self-Entered Information
- System Options
- User System Options

If you log on and then remain inactive for more than 10 minutes, the system will automatically log you off and prompt you to log back on. If the system has logged you off, you will not be able to view or update your health information until you log on again.

2.6 Disclaimers

After you log on, the My HealtheVet system directs you to a disclaimer page. You should read each of the three sections, General Disclaimer, Medical Disclaimer, and Privacy & Security Statement. If after reading to these disclaimers you wish to accept and continue, click the I Agree button; this directs you to a welcome screen for the personal health journal.

If you click the I Disagree button after reading the statements and disclaimers, you are directed to an exit notice with information on how to proceed as well as links to other VA information and the disclaimer statements.

The disclaimer pages have been created to comply with Release of Information (ROI) standards. When you register for the system at the site, you complete the initial ROI request with a live signature on form VA 10-5345. The online disclaimer statements cover subsequent access to the system.

2.7 Online Help

Help files have been created to help you understand the function and user input requirements of system screens. The Help link appears in the upper-right hand corner of each page and opens a help window associated with the screen from which it is accessed.

Because this is a pop-up window, if you have certain software installed on your machine that prevents pop-up ads from appearing on Web pages (such as Pop-Up Stopper), you may notice that the help window does not appear when the link is clicked. To access the help windows, you must reconfigure the pop-up disabling software to disable the aggressive pop-up function or enter the address of the My Health***e***Vet site in a file to disable the feature for this site.

2.8 Menu Bars

The My Health***e***Vet system displays three different menu bars on each page. Clicking the hyperlinks at the top and bottom of the data page will link you to the site, page or function indicated.

2.8.1 Top Menu Bar

The top menu bar contains six hyperlinks to the following sites or functions.

2.8.1.1 Health Ed Library

Information about the Veterans' Health Education Library can be found in section 7 of this guide.

2.8.1.2 My HealtheVet

Clicking this link redisplays the My Health***e***Vet home page.

2.8.1.3 Feedback

Clicking this link displays the following form, which allows you to request help desk assistance or to send comments or suggestions about the system to the development and administrative team.

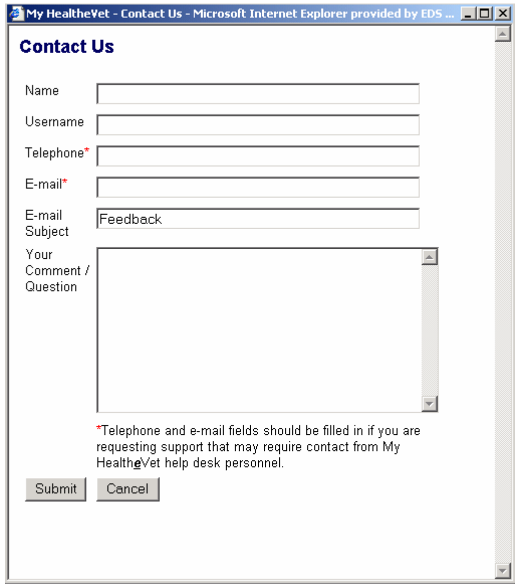


Exhibit 2–8: Feedback Form

Enter information into the fields and click the Submit button. All comments and suggestions will be logged and questions or problems responded to by the help desk. For immediate assistance, the help desk may also be reached by telephone at 1-800-555-7691.

2.8.1.4 Search

This hyperlink opens the Search page for the Veterans' Health Education Library. Additional information about this function can be found in section 7.6 of this guide.

2.8.1.5 Facilities Locator

Clicking this link opens a page that provides links to Department of Veterans Affairs Web sites that contain information concerning facilities.

2.8.1.6 FAQs

This hyperlink contains a page that provides answers to many Frequently Asked Questions concerning the My HealtheVet system.

2.8.2 Left Menu Bar

The left menu bar is the main navigation tool to work within the system. To hide this menu bar, click the small blue X in the upper right-hand corner. This will display only the data pages. To redisplay the left menu bar, click the graphic in the top left corner of the data page. Additional information about the pages contained in the left menu bar can be found in the following sections.

2.8.3 Bottom Menu Bar

In addition to the items contained in the top menu bar, the bottom menu bar provides a hyperlink to log off of the system, links to the disclaimer statements, and six links specific to the VA system:

- VA Home Page—Home page for the Department of Veterans Affairs
- Site Map—Site Map and high-level links for the VA Web site
- Contact the VA—Contact and Information page for Veterans Affairs issues and queries
- Current Benefits—Link to the Current Benefits Manual
- Accessibility Notice—Link to Section 508 information
- Freedom of Information Act—Link to the Freedom of Information Act Home Page

Hyperlinks at the bottom of the page also direct you to a contact form (that acts the same as the Feedback form detailed in section 3.8.1.3), the latest version of the Functional User's Guide, and contact information for the My HealtheVet help desk, which can be reached at 1-800-555-7691.

SECTION 3
VA PATIENT RECORD

Information contained in this area is from your VistA record. Updates to this information must be made in the VistA system and then an update can be requested from My Health***e***Vet (see Section 5.1,VA Update Requests).

3.1 Coversheet Summary

After logging on to the system and agreeing to the disclaimer, the My Coversheet Summary page appears, listing the most recent information in each of the following categories: Recent Appointments, Wellness Reminders, Active Prescriptions, Recent Admissions, Active Problems, Verified Allergies, and Recent Out-Patient Vitals.

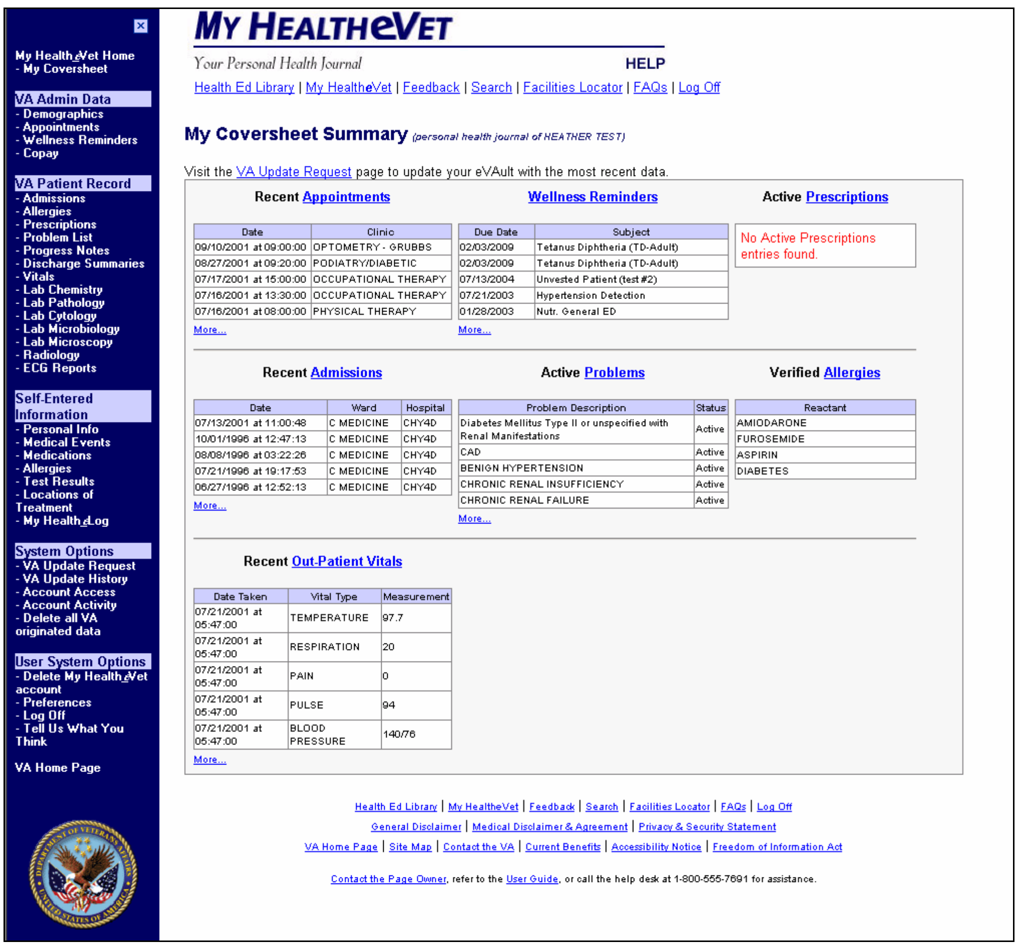


Exhibit 3–1: My Coversheet Summary

For any information in which active data is not present, the page displays a message stating that no entries were found. To update the coversheet and the ***e*****VA**ult record with the most current data, the click the VA Update Request link at the top of the data summary table and follow the instructions to request a download of the most current information available table (for further details refer to section 3.4 of this guide). After the request has been completed and new information downloaded to the ***e*****VA**ult, the coversheet summary will be populated with this information automatically in addition to the main data pages.

3.2 Wellness Reminders

For your convenience, a Wellness Reminders page has been created and can be accessed by clicking the link under the VA Admin Data header. This page lists information specific to your condition, reminding you of examinations or medical procedures for which you are due. For this and all other records, a function has been added that allows you to sort data by column header. In most records, the sorting function populates automatically in the date column; clicking the arrow displayed in any column will change the sort order to ascending or descending. To sort by another column, click the blue column header; the sort arrow will move to the column selected.

Due Date	Subject	Notes	Status	Was Last Done	Site Number
02/03/2009 details	Tetanus Diphtheria (TD-Adult)	Applicable: Due every 10 years for ages 18 and older within cohort. Resolution: Last done 02/03/1999(...)	RESOLVED	02/03/1999 at 10:00:00	99903
02/03/2009 details	Tetanus Diphtheria (TD-Adult)	Applicable: Due every 10 years for ages 17 and older within cohort. Resolution: Last done 02/03/1999(...)	RESOLVED	02/03/1999 at 10:00:00	99903
07/13/2004 details	Unvested Patient (test #2)	Applicable: Due every 3 years for all ages within cohort. Resolution: Last done 07/13/2001 07/13/200(...)	RESOLVED	07/13/2001 at 09:00:00	99903
07/21/2003 details	Hypertension Detection	Applicable: Due every 2 years for all ages within cohort. Resolution: Last done 07/21/2001 07/21/200(...)	RESOLVED	07/21/2001 at 05:47:00	99903
01/28/2003 details	Problem Drinking Screen	Applicable: Due every 1 year for all ages within cohort. Screen for alcohol problems yearly for all (...)	DUE NOW		99903
01/28/2003 details	Fecal Occult Blood Test	Applicable: Due every 1 year for ages 50 and older within cohort.	DUE NOW		99903
01/28/2003 details	Weight and Nutrition Screen	Applicable: Due every 1 year for all ages within cohort. Weight and Nutrition screen due yearly for (...)	DUE NOW		99903
01/28/2003 details	Pneumovax	Applicable: Due every 99Y - Once for ages 65 and older within cohort. Pneumovax due once for patient(...)	DUE NOW		99903
01/28/2003 details	National Hepatitis Med Extract	Applicable: Due every 45 days for all ages within cohort. This patient has Hepatitis medication data(...)	DUE NOW		99903
01/28/2003 details	Exercise Education	Applicable: Due every 1 year for all ages within cohort.	DUE NOW		99903
01/28/2003 details	Flexisigmoidoscopy	Applicable: Due every 1 year for ages 50 and older within cohort. SIG due every 5 years for patients(...)	DUE NOW		99903
01/28/2003 details	Seatbelt and Accident Screen	Applicable: Due every 1 year for all ages within cohort. Seatbelt education due yearly for all patie(...)	DUE NOW		99903
01/28/2003 details	Nutrition/Obesity Education	Applicable: Due every 1 year for all ages within cohort. 02/07/2001 Computed Finding: BMI; value - 3(...)	DUE NOW		99903
01/28/2003 details	Fecal Occult Blood Test	Applicable: Due every 1 year for ages 50 and older within cohort. No HX of colorectal cancer on file(...)	DUE NOW		99903
01/28/2003 details	Flexisigmoidoscopy	Applicable: Due every 5 years for ages 50 and older within cohort. Information: No flexisigmoidoscop(...)	DUE NOW		99903
01/28/2003 details	Diabetic Eye Exam	Applicable: Due every 1 year for all ages within cohort. 07/28/2001 Problem Diagnosis: 250.80 DIABET(...)	DUE NOW		99903
01/28/2003 details	Pneumovax	Applicable: Due every 99Y - Once for all ages within cohort. Age: 07/28/2001 Problem Diagnosis: 250.(...)	DUE NOW		99903
01/28/2003 details	Alcohol Abuse Education	Applicable: Due every 1 year for all ages within cohort. Alcohol abuse education due yearly for all (...)	DUE NOW		99903
01/28/2003 details	Exercise Education	Applicable: Due every 1 year for all ages within cohort. Exercise education due yearly for all ages.	DUE NOW		99903
01/28/2003 details	Advanced Directives Education	Applicable: Due every 99Y - Once for all ages within cohort. No record of Advanced Directives educat(...)	DUE NOW		99903

Exhibit 3–2: Wellness Reminders

Demographics, Appointments, and Copay records also appear under the VA Admin Record header; clicking the links under the VA Patient Record header can access all other information pages. For all data pages other than Demographics and Copay, a details button is present on the page's data. Clicking this button will redirect you to a single page listing details of this particular record in printer-friendly format. Help files for these details pages have also been expanded to include additional content for fields listed.

3.3 Demographics

The Demographics page displays four read-only tables that contain your vital statistics: Demographics at Facility, Emergency Contact Information, Physician Information, and Eligibility. The following subsections describe the contents of these tables and are followed by an example of the page. In addition, the page displays a table listing the sites at which you have records available for download and whether or not each site participates in the My Health*e*Vet program.

This and all other pages in your patient record also include information about the site from which, date, and time that the page was last updated.

3.3.1 Demographics at Facility

The Demographics at Facility table contains the following fields:

Name	Address	City, State, Zip
Home Phone	Gender	Date of Birth
Occupation	SSN	

3.3.2 Emergency Contact Information

The Emergency Contact Information table contains the following fields:

Name	Relationship	Address
City, State, Zip	Phone	

3.3.3 Physician Information

The Physician Information table contains the following fields:

Attending	Primary

3.3.4 Eligibility

The Eligibility table contains the following fields:

Service Connected	Eligibility Reason	Percentage

Exhibit 3–3: Demographics Page

3.4 Appointments

The Appointments page displays a read-only table containing your appointment history.

As shown in the following example, many pages in your patient record contain a large number of records. To make navigation easier, pages with many records have been broken down to more readable amounts. For these record areas you will see text above the table stating "Page X of Y"; next page, previous page, first page, and last page hyperlinks are available as required by the number of pages to navigate through these multiple page records.

The Appointments table contains the following fields:

Date*	Appointment Type	Clinic
Status	Site Number	

* The appointment with the most recent date is displayed at the top of the table.

Exhibit 3–4: Appointments Page

3.5 Copay

The Copay page displays a list of your active charges at all VA Medical Centers at which you have incurred copay billing. The page lists the site numbers and names; last updated date and time for each site; date of charge; description of charge; cost per charge; and total amount owed at each site.

Exhibit 3–5: Copay Page

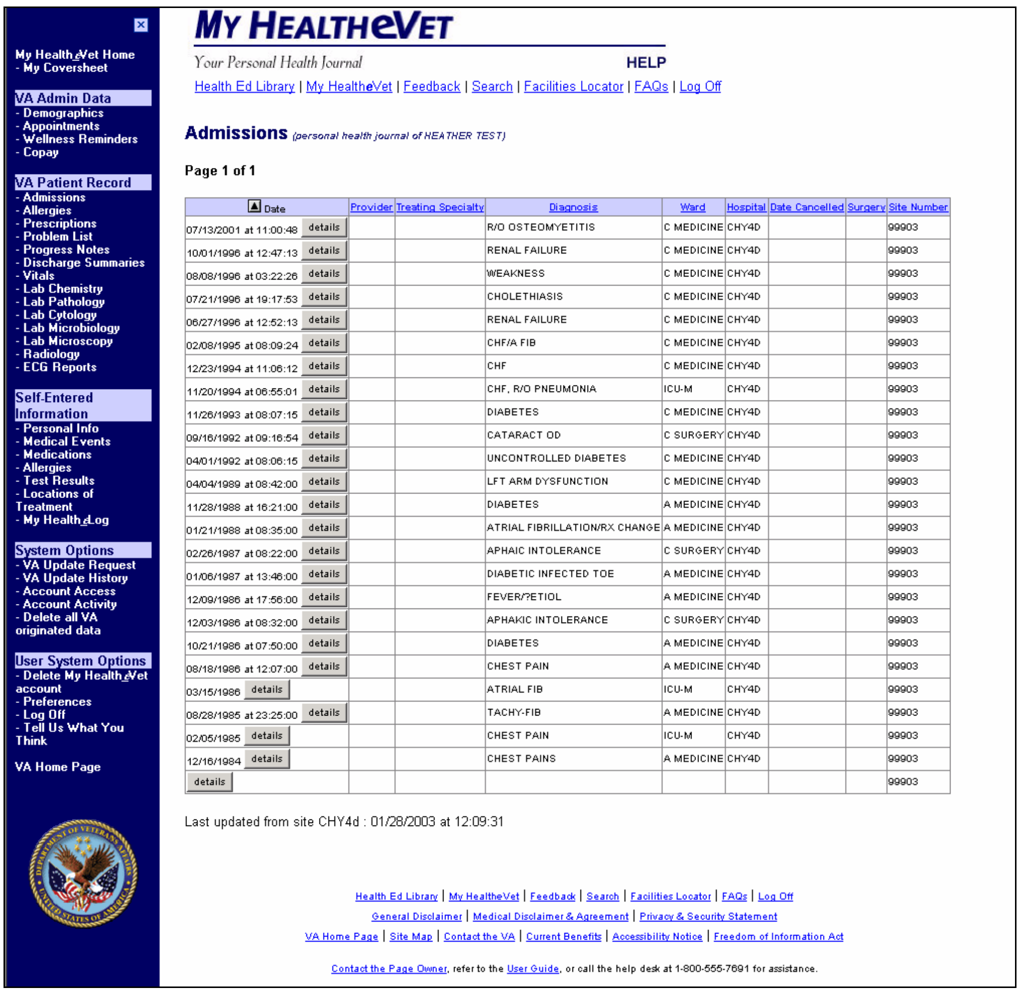
3.6 Admissions

The Admissions page displays a read-only table containing your admissions history.

The Admissions table contains the following fields:

Date*	Provider	Treating Specialty
Diagnosis	Ward	Hospital
Date Cancelled	Surgery	Site Number

* The admission with the most recent date is displayed at the top of the table.



Date	Provider	Treating Specialty	Diagnosis	Ward	Hospital	Date Cancelled	Surgery	Site Number
07/13/2001 at 11:00:48 details			R/O OSTEOMYETITIS	C MEDICINE	CHY4D			99903
10/01/1996 at 12:47:13 details			RENAL FAILURE	C MEDICINE	CHY4D			99903
08/08/1996 at 03:22:26 details			WEAKNESS	C MEDICINE	CHY4D			99903
07/21/1996 at 19:17:53 details			CHOLETHIASIS	C MEDICINE	CHY4D			99903
06/27/1996 at 12:52:13 details			RENAL FAILURE	C MEDICINE	CHY4D			99903
02/08/1995 at 08:09:24 details			CHF/A FIB	C MEDICINE	CHY4D			99903
12/23/1994 at 11:06:12 details			CHF	C MEDICINE	CHY4D			99903
11/20/1994 at 06:55:01 details			CHF, R/O PNEUMONIA	ICU-M	CHY4D			99903
11/26/1993 at 08:07:15 details			DIABETES	C MEDICINE	CHY4D			99903
09/16/1992 at 09:16:54 details			CATARACT OD	C SURGERY	CHY4D			99903
04/01/1992 at 08:06:15 details			UNCONTROLLED DIABETES	C MEDICINE	CHY4D			99903
04/04/1989 at 08:42:00 details			LFT ARM DYSFUNCTION	C MEDICINE	CHY4D			99903
11/28/1988 at 16:21:00 details			DIABETES	A MEDICINE	CHY4D			99903
01/21/1988 at 08:35:00 details			ATRIAL FIBRILLATION/RX CHANGE	A MEDICINE	CHY4D			99903
02/26/1987 at 08:22:00 details			APHAIC INTOLERANCE	C SURGERY	CHY4D			99903
01/06/1987 at 13:46:00 details			DIABETIC INFECTED TOE	A MEDICINE	CHY4D			99903
12/09/1986 at 17:56:00 details			FEVER/?ETIOL	A MEDICINE	CHY4D			99903
12/03/1986 at 08:32:00 details			APHAKIC INTOLERANCE	C SURGERY	CHY4D			99903
10/21/1986 at 07:50:00 details			DIABETES	A MEDICINE	CHY4D			99903
08/18/1986 at 12:07:00 details			CHEST PAIN	A MEDICINE	CHY4D			99903
03/15/1986 details			ATRIAL FIB	ICU-M	CHY4D			99903
08/28/1985 at 23:25:00 details			TACHY-FIB	A MEDICINE	CHY4D			99903
02/05/1985 details			CHEST PAIN	ICU-M	CHY4D			99903
12/16/1984 details			CHEST PAINS	A MEDICINE	CHY4D			99903
details								99903

Exhibit 3–6: Admissions Page

3.7 Allergies

The Allergies page displays a read-only table, which shows your history of verified allergic reactions.

The Allergies table contains the following fields:

Reactant	Allergy Type	Symptom
Verified	Verified By	Date Entered*
Entered By	Site Number	

* The date entered with the most recent date is displayed at the top of the table.

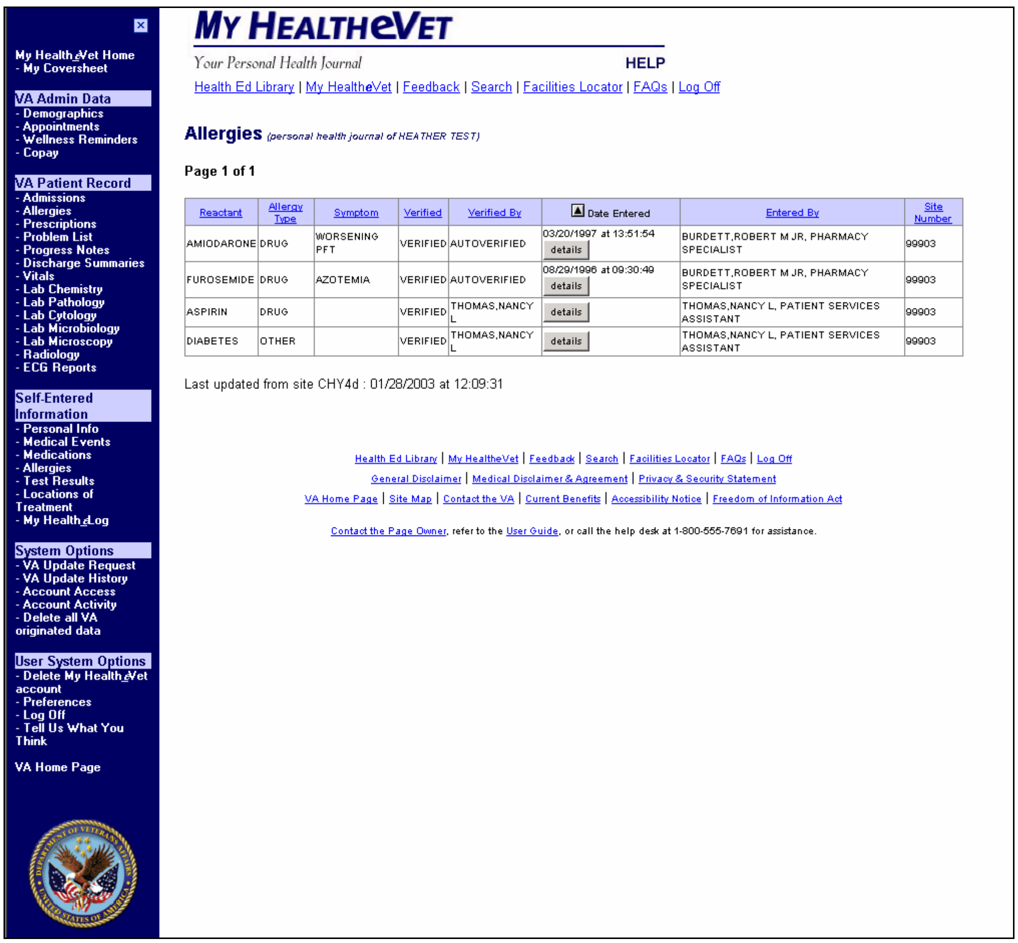


Exhibit 3–7: Allergies Page

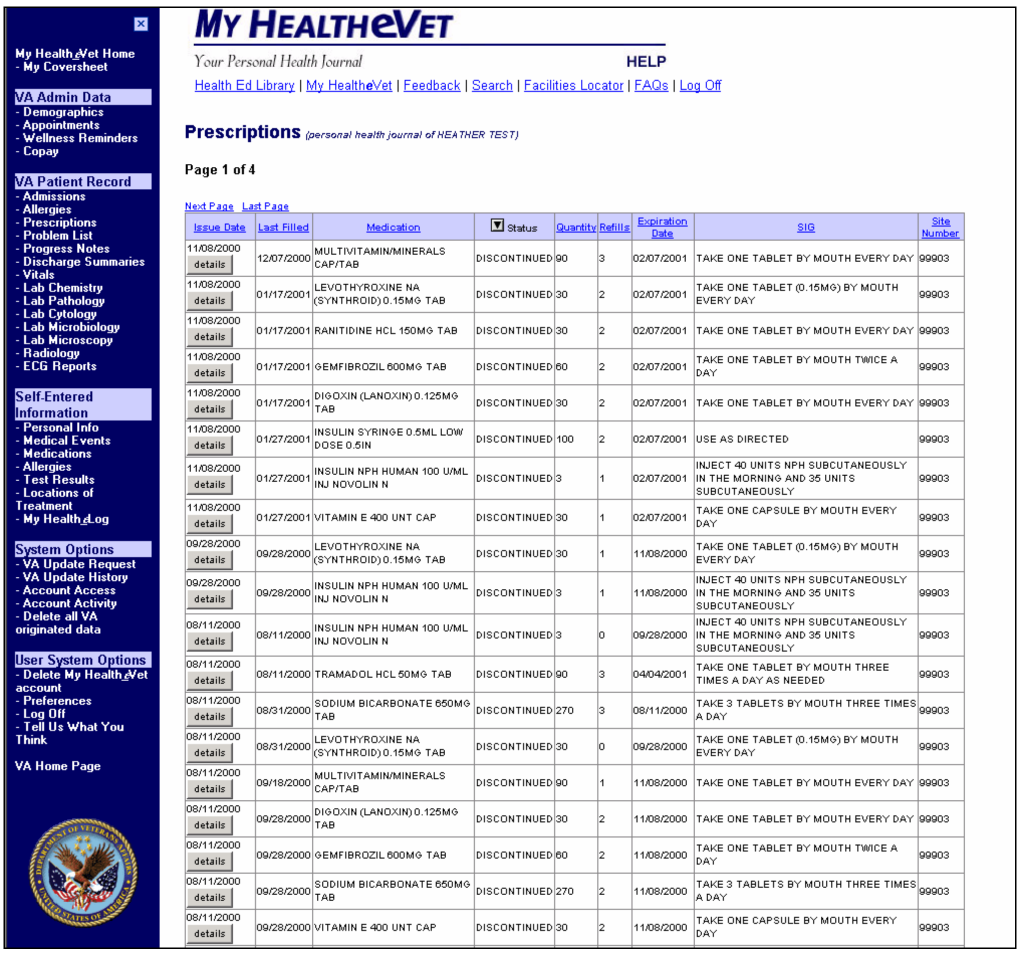
3.8 Prescriptions

The Prescriptions page displays a read-only table containing your prescription history. All prescription medications that you are currently taking or have taken are listed here. Active prescriptions as displayed in the Status column are listed at the top of the table by default.

The Prescriptions table contains the following fields:

Issue Date	Last Filled	Medication
Status	Quantity	Refills
Expiration Date	SIG*	Site Number

* The instructions on how to take the prescription



Issue Date	Last Filled	Medication	Status	Quantity	Refills	Expiration Date	SIG	Site Number
11/08/2000 details	12/07/2000	MULTIVITAMIN/MINERALS CAP/TAB	DISCONTINUED	90	3	02/07/2001	TAKE ONE TABLET BY MOUTH EVERY DAY	99903
11/08/2000 details	01/17/2001	LEVOTHYROXINE NA (SYNTHROID) 0.15MG TAB	DISCONTINUED	30	2	02/07/2001	TAKE ONE TABLET (0.15MG) BY MOUTH EVERY DAY	99903
11/08/2000 details	01/17/2001	RANITIDINE HCL 150MG TAB	DISCONTINUED	30	2	02/07/2001	TAKE ONE TABLET BY MOUTH EVERY DAY	99903
11/08/2000 details	01/17/2001	GEMFIBROZIL 600MG TAB	DISCONTINUED	60	2	02/07/2001	TAKE ONE TABLET BY MOUTH TWICE A DAY	99903
11/08/2000 details	01/17/2001	DIGOXIN (LANOXIN) 0.125MG TAB	DISCONTINUED	30	2	02/07/2001	TAKE ONE TABLET BY MOUTH EVERY DAY	99903
11/08/2000 details	01/27/2001	INSULIN SYRINGE 0.5ML LOW DOSE 0.5IN	DISCONTINUED	100	2	02/07/2001	USE AS DIRECTED	99903
11/08/2000 details	01/27/2001	INSULIN NPH HUMAN 100 U/ML INJ NOVOLIN N	DISCONTINUED	3	1	02/07/2001	INJECT 40 UNITS NPH SUBCUTANEOUSLY IN THE MORNING AND 35 UNITS SUBCUTANEOUSLY	99903
11/08/2000 details	01/27/2001	VITAMIN E 400 UNT CAP	DISCONTINUED	30	1	02/07/2001	TAKE ONE CAPSULE BY MOUTH EVERY DAY	99903
09/28/2000 details	09/28/2000	LEVOTHYROXINE NA (SYNTHROID) 0.15MG TAB	DISCONTINUED	30	1	11/08/2000	TAKE ONE TABLET (0.15MG) BY MOUTH EVERY DAY	99903
09/28/2000 details	09/28/2000	INSULIN NPH HUMAN 100 U/ML INJ NOVOLIN N	DISCONTINUED	3	1	11/08/2000	INJECT 40 UNITS NPH SUBCUTANEOUSLY IN THE MORNING AND 35 UNITS SUBCUTANEOUSLY	99903
08/11/2000 details	08/11/2000	INSULIN NPH HUMAN 100 U/ML INJ NOVOLIN N	DISCONTINUED	3	0	09/28/2000	INJECT 40 UNITS NPH SUBCUTANEOUSLY IN THE MORNING AND 35 UNITS SUBCUTANEOUSLY	99903
08/11/2000 details	08/11/2000	TRAMADOL HCL 50MG TAB	DISCONTINUED	90	3	04/04/2001	TAKE ONE TABLET BY MOUTH THREE TIMES A DAY AS NEEDED	99903
08/11/2000 details	08/31/2000	SODIUM BICARBONATE 650MG TAB	DISCONTINUED	270	3	08/11/2000	TAKE 3 TABLETS BY MOUTH THREE TIMES A DAY	99903
08/11/2000 details	08/31/2000	LEVOTHYROXINE NA (SYNTHROID) 0.15MG TAB	DISCONTINUED	30	0	09/28/2000	TAKE ONE TABLET (0.15MG) BY MOUTH EVERY DAY	99903
08/11/2000 details	09/18/2000	MULTIVITAMIN/MINERALS CAP/TAB	DISCONTINUED	90	1	11/08/2000	TAKE ONE TABLET BY MOUTH EVERY DAY	99903
08/11/2000 details	09/28/2000	DIGOXIN (LANOXIN) 0.125MG TAB	DISCONTINUED	30	2	11/08/2000	TAKE ONE TABLET BY MOUTH EVERY DAY	99903
08/11/2000 details	09/28/2000	GEMFIBROZIL 600MG TAB	DISCONTINUED	60	2	11/08/2000	TAKE ONE TABLET BY MOUTH TWICE A DAY	99903
08/11/2000 details	09/28/2000	SODIUM BICARBONATE 650MG TAB	DISCONTINUED	270	2	11/08/2000	TAKE 3 TABLETS BY MOUTH THREE TIMES A DAY	99903
08/11/2000 details	09/28/2000	VITAMIN E 400 UNT CAP	DISCONTINUED	30	2	11/08/2000	TAKE ONE CAPSULE BY MOUTH EVERY DAY	99903

Exhibit 3–8: Prescriptions Page

3.9 Problem List

The Problem List page displays a read-only table containing all problems you have reported. Active problems are listed at the top of the table by default.

The Problem List table contains the following fields:

Problem Description	Onset*	Status
Provider	Last Modified	Exposure
Clinic	Site Number	

* The onset date with the most recent date is displayed at the top of the table.

Exhibit 3–9: Problem List Page

3.10 Progress Notes

The Progress Notes page displays a read-only table containing your progress notes. A limited description of the progress note is displayed in the Notes column; you should click the Details button next to the desired record to open a new window that displays the complete text of the record.

The Progress Notes table contains the following fields:

Date Entered*	Type	Notes
Status	Hospital Location	Site Number

* The progress note with the most recent date is displayed at the top of the table.

Exhibit 3–10: Progress Notes Page

3.11 Discharge Summaries

The Discharge Summaries page displays a read-only table containing a summary of your discharge history. A limited description of the discharge summary is displayed in the Notes column; you should click the Details button next to the desired record to view the complete text of the record.

The Discharge Summaries table contains the following fields:

Start Date	End Date*	Notes
Dictated By	Approved By	Site Number

* The discharge with the most recent date is displayed at the top of the table.

Exhibit 3–11: Discharge Summaries Page

3.12 Vitals

The Vitals page displays a read-only table containing your history of vital signs.

The Vitals table contains the following fields:

Date Taken*	Vital Type	Qualifiers
Measurement	Site Number	

* The vital record with the most recent date is displayed at the top of the table by default.

Exhibit 3–12: Vitals Page

3.13 Lab Reports

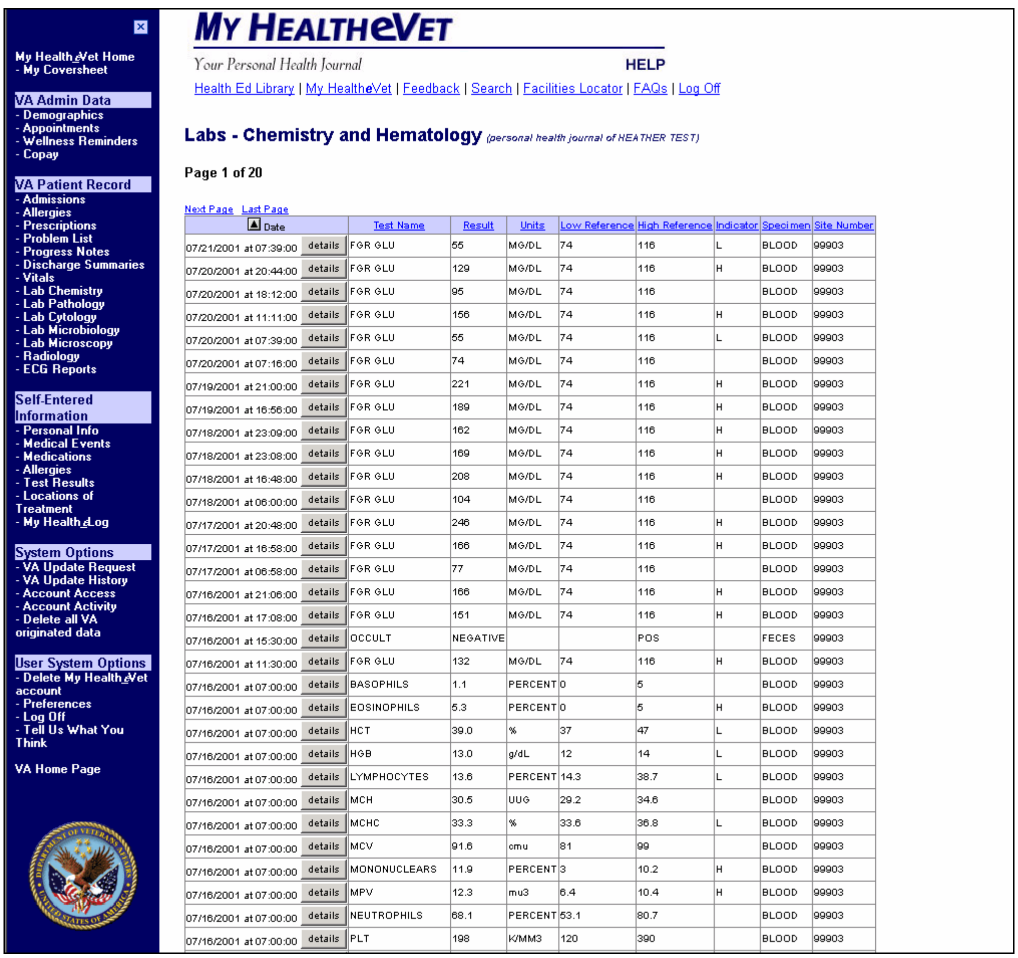
Lab Reports are displayed in five read-only tables containing your history of reports: Chemistry and Hematology, Pathology, Cytology, Microbiology, and Microscopy. Descriptions of each of these categories follow.

3.13.1 Lab Chemistry

After clicking the Lab Chemistry option, the Labs – Chemistry and Hematology table appears, which contains the following fields:

Date*	Test Name	Result
Units	Low Reference	High Reference
Indicator	Specimen	Site Number

* The lab report with the most recent date is displayed at the top of the table.



Date		Test Name	Result	Units	Low Reference	High Reference	Indicator	Specimen	Site Number
07/21/2001 at 07:39:00	details	FGR GLU	55	MG/DL	74	116	L	BLOOD	99903
07/20/2001 at 20:44:00	details	FGR GLU	129	MG/DL	74	116	H	BLOOD	99903
07/20/2001 at 18:12:00	details	FGR GLU	95	MG/DL	74	116		BLOOD	99903
07/20/2001 at 11:11:00	details	FGR GLU	156	MG/DL	74	116	H	BLOOD	99903
07/20/2001 at 07:39:00	details	FGR GLU	55	MG/DL	74	116	L	BLOOD	99903
07/20/2001 at 07:16:00	details	FGR GLU	74	MG/DL	74	116		BLOOD	99903
07/19/2001 at 21:00:00	details	FGR GLU	221	MG/DL	74	116	H	BLOOD	99903
07/19/2001 at 16:56:00	details	FGR GLU	189	MG/DL	74	116	H	BLOOD	99903
07/18/2001 at 23:09:00	details	FGR GLU	162	MG/DL	74	116	H	BLOOD	99903
07/18/2001 at 23:08:00	details	FGR GLU	169	MG/DL	74	116	H	BLOOD	99903
07/18/2001 at 16:48:00	details	FGR GLU	208	MG/DL	74	116	H	BLOOD	99903
07/18/2001 at 06:00:00	details	FGR GLU	104	MG/DL	74	116		BLOOD	99903
07/17/2001 at 20:48:00	details	FGR GLU	246	MG/DL	74	116	H	BLOOD	99903
07/17/2001 at 16:58:00	details	FGR GLU	166	MG/DL	74	116	H	BLOOD	99903
07/17/2001 at 06:58:00	details	FGR GLU	77	MG/DL	74	116		BLOOD	99903
07/16/2001 at 21:06:00	details	FGR GLU	166	MG/DL	74	116	H	BLOOD	99903
07/16/2001 at 17:08:00	details	FGR GLU	151	MG/DL	74	116	H	BLOOD	99903
07/16/2001 at 15:30:00	details	OCCULT	NEGATIVE			POS		FECES	99903
07/16/2001 at 11:30:00	details	FGR GLU	132	MG/DL	74	116	H	BLOOD	99903
07/16/2001 at 07:00:00	details	BASOPHILS	1.1	PERCENT	0	5		BLOOD	99903
07/16/2001 at 07:00:00	details	EOSINOPHILS	5.3	PERCENT	0	5	H	BLOOD	99903
07/16/2001 at 07:00:00	details	HCT	39.0	%	37	47	L	BLOOD	99903
07/16/2001 at 07:00:00	details	HGB	13.0	g/dL	12	14	L	BLOOD	99903
07/16/2001 at 07:00:00	details	LYMPHOCYTES	13.6	PERCENT	14.3	38.7	L	BLOOD	99903
07/16/2001 at 07:00:00	details	MCH	30.5	UUG	29.2	34.6		BLOOD	99903
07/16/2001 at 07:00:00	details	MCHC	33.3	%	33.6	36.8	L	BLOOD	99903
07/16/2001 at 07:00:00	details	MCV	91.6	cmu	81	99		BLOOD	99903
07/16/2001 at 07:00:00	details	MONONUCLEARS	11.9	PERCENT	3	10.2	H	BLOOD	99903
07/16/2001 at 07:00:00	details	MPV	12.3	mu3	6.4	10.4	H	BLOOD	99903
07/16/2001 at 07:00:00	details	NEUTROPHILS	68.1	PERCENT	53.1	80.7		BLOOD	99903
07/16/2001 at 07:00:00	details	PLT	198	K/MM3	120	390		BLOOD	99903

Exhibit 3–13: Labs – Chemistry and Hematology Page

3.13.2 Lab Pathology

After clicking the Lab Pathology option, the Labs – Surgical Pathology table appears, which contains the following fields:

Date*	Clinical History	Gross Desc.
Microscopic Exam	Surgical Path	Specimen
Site Number		

* The lab report with the most recent date is displayed at the top of the table.

Exhibit 3–14: Labs –Surgical Pathology Page

3.13.3 Lab Cytology

After clicking the Lab Cytology option, the Labs – Cytology table appears, which contains the following fields:

Date*	Clinical History	Specimen Text
Gross Description	Micro Exam	Report Text
Cytology Diagnosis	Site Number	

* The lab report with the most recent date is displayed at the top of the table

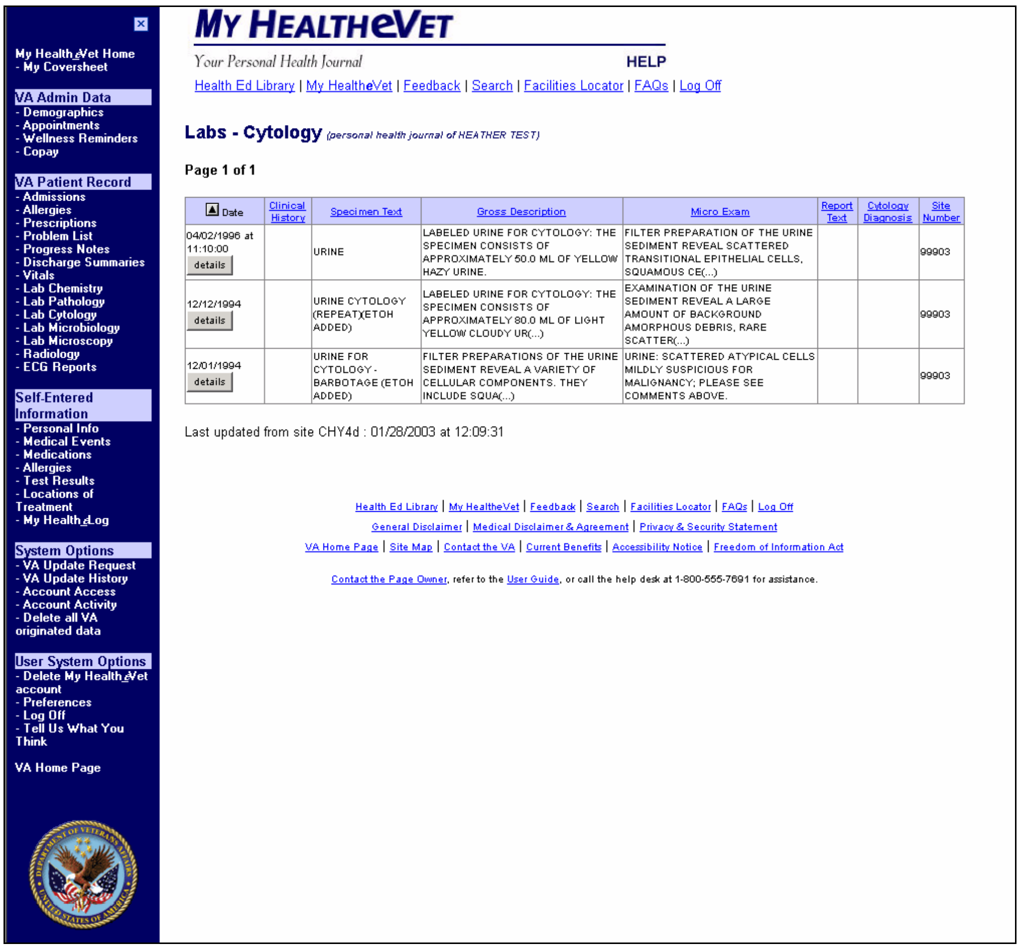


Exhibit 3–15: Lab Cytology Page

3.13.4 Lab Microbiology

After clicking the Lab Microbiology option, the Labs – Microbiology table appears, which contains the following fields:

Case Number	Collection Date*	Specimen
Sample	Report	Site Number

* The lab report with the most recent date is displayed at the top of the table.

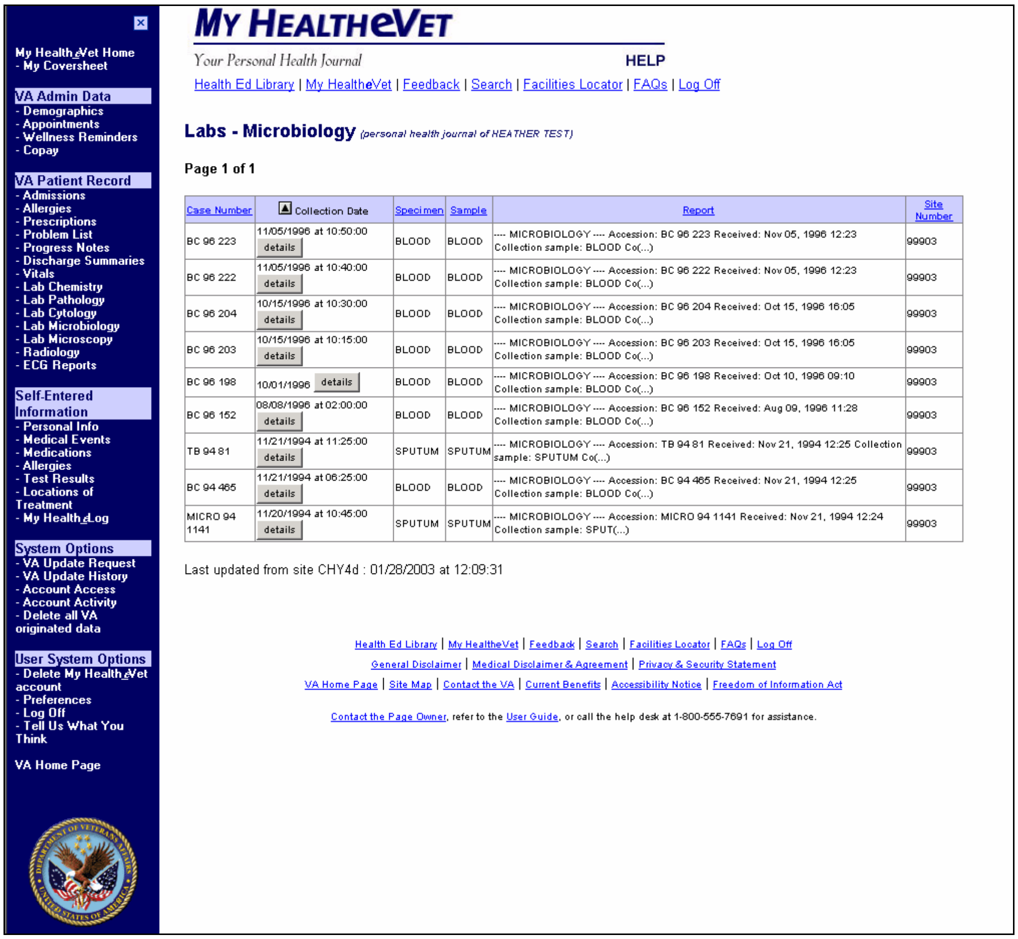


Exhibit 3–16: Lab Microbiology Page

3.13.5 Lab Microscopy

After clicking the Lab Microscopy option, the Labs – Microscopy table appears, which contains the following fields:

Case Number	Collection Date*	Specimen
Description	Microscopic Exam	Site Number

* The lab report with the most recent date is displayed at the top of the table.

Exhibit 3–17: Lab Microscopy Page

3.14 Radiology

The Radiology page displays a read-only table containing your history of radiology reports.

The Radiology table contains the following fields:

Report Date*	Procedure	Impression
Staff Radiologist	Site Number	

* The radiology report with the most recent date is displayed at the top of the table.

Exhibit 3–18: Radiology Page

3.15 ECG Reports

The ECG Reports page displays a read-only table containing your history of ECG reports.

The ECG table contains the following fields:

Test Date*	Heart Rate
Diagnosis	Site Number

* The ECG report with the most recent date is displayed at the top of the table.

Exhibit 3–19: ECG Page

SECTION 4
SELF-ENTERED INFORMATION

4.1 Personal Information

The Personal Information page displays four tables of your self-entered personal information: Patient Information, Emergency Contacts, Healthcare Provider Information, and Health Insurance Information. When you first access this page, you will need to fill out your personal information.

4.1.1 First-Time Access

The first time you access this page all information categories will appear for the four separate sections with the Add buttons designated for each category.

4.1.1.1 Adding Personal Information

To add information to the Personal Information page for each of the categories, perform the following actions:

1. Click the Add <category name> button. A form is displayed.
2. Enter data in each of the fields on the form.
3. Click the Save button; the data is displayed in table for that category.
4. Repeat steps one through three to add information to the other categories.

   Note: Even though you are adding information to the page, the system does not recognize the typing time as a direct interaction with the system and will time out after 10 minutes. To keep the connection alive and maintain all data you have entered, it is a good idea to save information if you are nearing the 10-minute timeout mark while entering data.

4.1.1.2 Editing Personal Information

You and/or the your delegate(s) can make all changes to this information. Your grantee(s) can view this page if he/she has been given access. To edit personal information for each of the categories, perform the following actions:

1. Access the Personal Information page.
2. Click the Edit <category name>button at the bottom of the section you wish to edit.

3. Revise data in the selected fields.

4. Click the Update button; the Personal Information page appears with all changes to that section.

4.1.1.3 Removing Personal Information

To remove personal information, perform the following actions. Please note that there is no Delete button for any of the sections.

1. Access the Personal Information page.

2. Click the Edit button for the category in which you wish to delete information.

3. Remove the data by backspacing in the field until it is blank for all desired fields.

4. Click the Update button; the Personal Information page appears with all changes for that section.

4.1.2 Patient Information

The Patient Information table contains the following fields:

First Name	Middle Initial	Last Name
Email Address	Gender	Social Security Number
Date of Birth	Marital Status	Occupation
Address 1	Address 2	City
State	Zip	Alternate Address 1
Alternate Address 2	City	State
Zip	Home Phone	Work Phone
Fax		

Patient Information	
First Name	Cooper
Middle Initial	P
Last Name	Klaalui
Email Address	cooperk@veteranuser.com
Gender	Male
Social Security Number	975-20-2140
Date of Birth	08/07/1957
Marital Status	Married
Occupation	Retired
Address (Line 1)	123 Line 1 Address
Address (Line 2)	123 Line 2 Address
City	Woodbridge
State	VA
Zip	11111
Alternate Address (Line 1)	Alternate address 1
Address (Line 2)	Alternate address 2
City	Fairfax
State	VA
Zip	22222
Home Phone	555-1212
Work Phone	222-1523
Fax	555-2211
Edit Patient Information	

Exhibit 4–1: Personal Information Page—Patient Information Table

4.1.3 Emergency Contacts

The Emergency Contacts table contains the following fields for both a primary and secondary contact:

Name	Relationship to Patient	Address 1
Address 2	City	State
Zip	Phone	

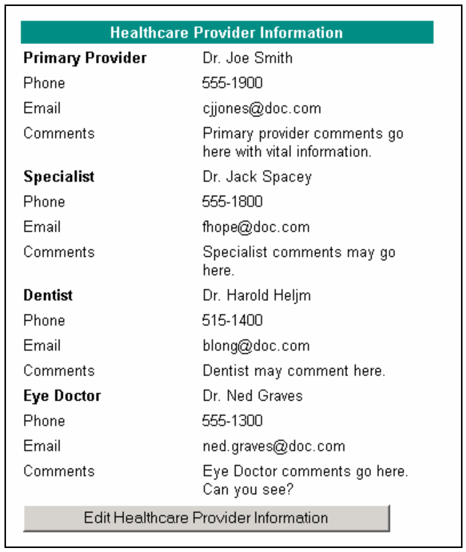
Emergency Contacts	
Primary Contact	
Name	Jamie Ballard
Relationship to patient	Spouse
Address (Line 1)	Address line 1
Address (Line 2)	Address line 2
City	Woodbridge
State	VA
Zip	11111
Phone	555-2221
Secondary Contact	
Name	James Ballard
Relationship to patient	son
Address (Line 1)	address line 1
Address (Line 2)	address line 2
City	Madison
State	WI
Zip	44444
Phone	555-000
Edit Emergency Contacts	

Exhibit 4–2: Personal Information Page—Emergency Contacts Table

4.1.4 Healthcare Provider Information

The Healthcare Provider Information table contains the following fields:

Primary Provider	Phone	Email	Comments
Specialist	Phone	Email	Comments
Dentist	Phone	Email	Comments
Eye Doctor	Phone	Email	Comments



Healthcare Provider Information	
Primary Provider	Dr. Joe Smith
Phone	555-1900
Email	cjjones@doc.com
Comments	Primary provider comments go here with vital information.
Specialist	Dr. Jack Spacey
Phone	555-1800
Email	fhope@doc.com
Comments	Specialist comments may go here.
Dentist	Dr. Harold Heljm
Phone	515-1400
Email	blong@doc.com
Comments	Dentist may comment here.
Eye Doctor	Dr. Ned Graves
Phone	555-1300
Email	ned.graves@doc.com
Comments	Eye Doctor comments go here. Can you see?

Edit Healthcare Provider Information

Exhibit 4–3: Personal Information Page—Healthcare Provider Information Table

4.1.5 Health Insurance Information

You have the ability to enter and save up to four different insurance policies in the system. The Health Insurance Information table contains the following fields:

Health Insurance	Pre-approval Phone	Name of Insured
Policy Number	Group Number	Phone

Health Insurance Information (1)	
Health Insurance	Blue Cross
Pre-approval Phone	555-0909
Name of Insured	Jamie Ballard
Policy Number	4543-90-92938-43
Group Number	4501
Phone	555-9009
Health Insurance Information (2)	
Health Insurance	
Pre-approval Phone	800-222-1111
Name of Insured	Signa
Policy Number	
Group Number	
Phone	555-1234
Health Insurance Information (3)	
Health Insurance	
Pre-approval Phone	800-222-1111
Name of Insured	Signa
Policy Number	
Group Number	
Phone	555-1234
Health Insurance Information (4)	
Health Insurance	
Pre-approval Phone	800-222-1111
Name of Insured	Signa
Policy Number	
Group Number	
Phone	555-1234
Edit Health Insurance Information	

Exhibit 4–4: Personal Information Page—Health Insurance Information Table

4.2 Medical Events

The My Medical Events page displays a table of your self-entered medical events information. You and/or your delegate(s) can make changes to any of this information. Your grantee(s) can view all fields, if he/she has been given access to this page.

The Medical Events table contains the following fields:

Medical Event	Start Date	End Date
Action	Comments	

Exhibit 4–5: Medical Events Page

4.2.1 Adding Medical Events

To add a medical event, perform the following actions:

1. Click the Add New Record button.
2. In the Medical Event field, enter the name of the medical event. This is required information.
3. In the Start Date field, enter the date the medical event started or select a date using the calendar function. This is required information.
4. In the End Date field, enter the date the medical event ended or select a date using the calendar function. If the medical event has not ended, skip this field.
5. In the Action field, enter the action taken regarding the medical event.
6. In the Comments field, enter any details, remarks, comments, or notes concerning the medical event.
7. Click the Save button.

4.2.2 Editing Medical Events

When editing a medical event, only those fields that require a change should be updated. To edit a medical event, perform the following actions:

1. Click the Edit button next to the record you wish to edit.
2. In the Medical Event field, update the name of the medical event.
3. In the Start Date field, update the date the medical event started or select a date using the calendar function.
4. In the End Date field, update the date the medical event ended or select a date using the calendar function.
5. In the Action field, update the action taken regarding the medical event.
6. In the Comments field, update details, remarks, comments, or notes concerning the medical event.
7. Click the Update button.

4.2.3 Removing Medical Events

To remove a medical event, click the Delete button next to the record you wish to remove. The selected medical event is deleted from the table.

4.3 Medications

The My Medications, Herbals, and Supplements page displays a table of your self-entered medications information. You and/or your delegate(s) can make changes to any of this information. Your grantee(s) can view all fields, if he/she has been given access to this page.

The Medications page contains a feature called automagic linking. When you click the blue hyperlink for a medication in the table, a new window in the Health Education Library opens that lists search results for that medication. By clicking the search result, you are redirected to an article that lists drug information for the selection. Note that an incorrectly spelled medication or some over-the-counter types will not be recognized by the system.

The Medications table contains the following fields:

Medication	Start Date	End Date
Prescription	Comments	

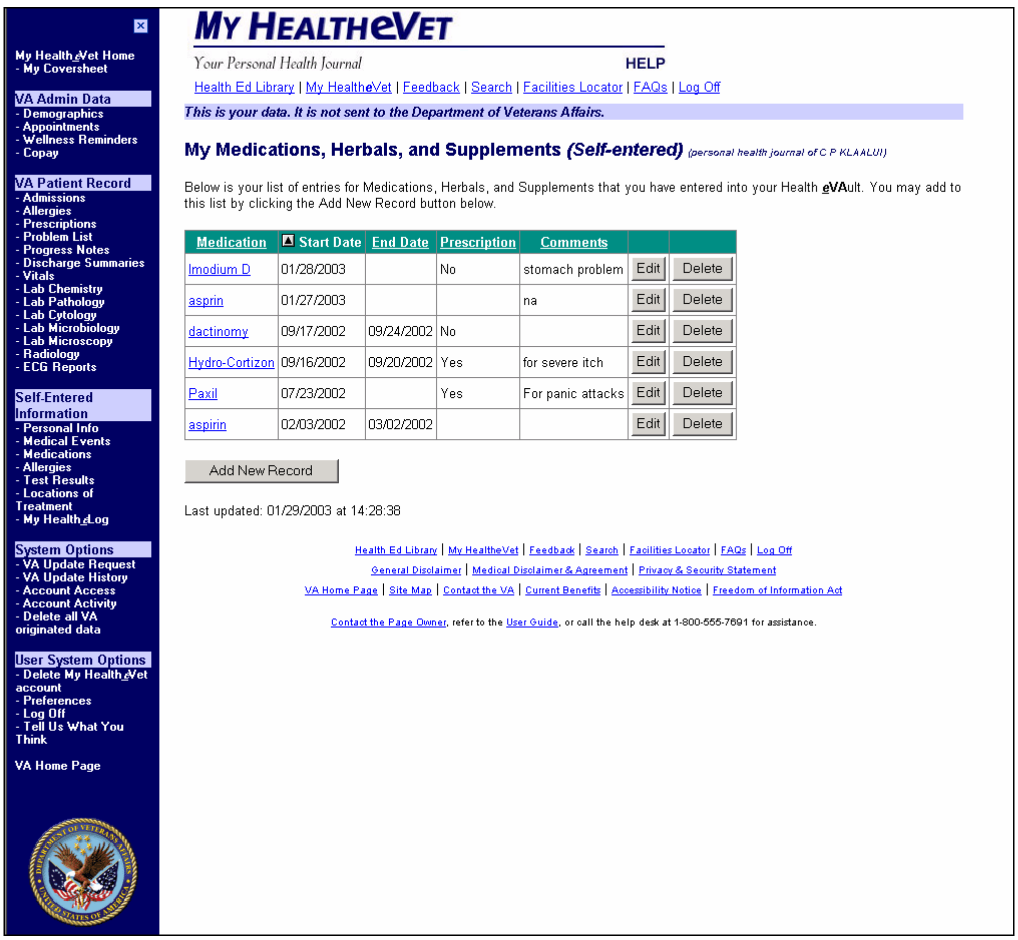


Exhibit 4–6: Medications Page

4.3.1 Adding Medications

To add medications, perform the following actions:

1. Click the Add New Record button.

2. In the Medication field, enter the name of the medication. This is required information.

3. In the Start Date field, enter the date you started taking the medication or select a date using the calendar function. This is required information.

4. In the End Date field, enter the date you stopped taking the medication or select a date using the calendar function. If you are currently taking the medication, skip this field.

5. In the Prescription field, select "Yes" from the dropdown list if the medication is a prescription or select "No" if it is not a prescription.

6. In the Comments field, enter details, remarks, comments, or notes concerning the medication.

7. Click the Save button.

4.3.2 Editing Medications

When editing medications, only those fields that require a change should be updated. To edit medications, perform the following actions:

1. Click the Edit button next to the record you wish to edit.

2. In the Medication field, update the name of the medication.

3. In the Start Date field, update the date you started taking the medication or select a date using the calendar function.

4. In the End Date field, update the date you stopped taking the medication or select a date using the calendar function

5. In the Prescription field, update whether or not the medication is a prescription from the dropdown list.

6. In the Comments field, update details, remarks, comments, or notes concerning the medication.

7. Click the Update button.

4.3.3 Removing Medications

To remove a medication, click the Delete button next to the record you wish to remove. The selected medication is deleted from the table.

4.4 Allergies

The My Allergies page displays a table of your self-entered allergy information. You and/or your delegate(s) can make all changes to this information. Your grantee(s) can view all fields, if he/she has been given access to this page.

The Allergies table contains the following fields:

Date	Allergy	Severity
Reaction	Comments	

Exhibit 4–7: Self-Entered Allergies Page

4.4.1 Adding Allergies

To add allergy information, perform the following actions:

1. Click the Add New Record button.
2. In the Date field, enter the date allergy occurred or select a date using the calendar function. This is required information.
3. In the Allergy field, enter the name of the allergy. This is required information.
4. In the Severity field, enter the severity of the allergy.
5. In the Reaction field, enter the reaction to the allergy.
6. In the Comments field, enter details, remarks, comments, or notes concerning the allergy.
7. Click the Save button

4.4.2 Editing Allergies

When editing, only those fields that require a change should be updated. To edit allergy information, perform the following actions:

1. Click the Edit button next to the record you wish to edit.
2. In the Date field, update the date the allergy occurred or select a date using the calendar function.
3. In the Allergy field, update the name of the allergy.
4. In the Severity field, update the severity of the allergy.
5. In the Reaction field, update the reaction to the allergy.
6. In the Comments field, update details, remarks, comments, or notes concerning the allergy.
7. Click the Update button.

4.4.3 Removing Allergies

To remove allergies, click the Delete button next to the record you wish to remove. The selected allergy is deleted from the table.

4.5 Test Results

The My Tests page displays a table of your self-entered test results information. You and/or your delegate(s) can make changes to any of this information. Your grantee(s) can view the information, if he/she has been given access to this page.

The Test Results table contains the following fields:

Date	Test Name	Location
Results	Health Care Provider	Comments

Exhibit 4–8: Test Results Page

4.5.1 Adding Test Results

To add test results, perform the following actions:

1. Click the Add New Record button.
2. In the Date field, enter the date of the test or select a date using the calendar function. This is required information.
3. In the Name field, enter the name of the test. This is required information.
4. In the Location field, enter the location of the facility where the test was performed.
5. In the Results field, enter the test results.
6. In the Health Care Provider field, enter the name of the health care provider who ordered or conducted the test.
7. In the Comments field, enter details, remarks, comments, or notes concerning the allergy.
8. Click the Save button.

4.5.2 Editing Test Results

When editing, only those fields that require a change should be updated. To edit test results, perform the following actions:

1. Click the Edit button next to the record you wish to edit.
2. In the Date field, update the date of the test or select a date using the calendar function.
3. In the Name field, update the name of the test.
4. In the Location field, update the location of the facility where the test was performed.
5. In the Results field, update the test results.
6. In the Health Care Provider field, update the name of the health care provider who ordered or conducted the test.
7. In the Comments field, update details, remarks, comments, or notes concerning the allergy.
8. Click the Update button.

4.5.3 Removing Test Results

To remove test results, click the Delete button next to the record you wish to remove. The selected test result entry is deleted from the table.

4.6 Locations of Treatment

The My Locations page displays your self-entered locations where treatment has occurred. You and/or your delegate(s) can make changes to any of this information. Your grantee can view all fields, if he/she has been given access to this page.

The Locations of Treatment table contains the following fields:

Date	Facility Name	Address
City	State	Zip
Health Care Provider	Comments	

Exhibit 4–9: Locations of Treatment Page

4.6.1 Adding Locations of Treatment

To add a location, perform the following actions:

1. Click the Add New Record button.
2. In the Date field, enter the date the treatment was given or select a date using the calendar function. This is required information.
3. In the Facility Name field, enter the name of the facility where the treatment was given. This is required information.
4. In the Address field, enter the address of the facility where the treatment was performed.
5. In the City field, enter the city of the facility where the treatment was performed.
6. In the State field, enter the state of the facility where the treatment was performed.
7. In the Zip field, enter the Zip code of the facility where treatment was performed.
8. In the Health Care Provider field, enter the name of the health care provider who ordered or performed the treatment.
9. In the Comments field, enter details, remarks, comments, or notes about the treatment received.
10. Click the Save button.

4.6.2 Editing Locations of Treatment

When editing, only those fields that require a change should be updated. To edit locations, perform the following actions:

1. Click the Edit button next to the record you wish to edit.
2. In the Date field, update the date the treatment was given or select a date using the calendar function.
3. In the Facility Name field, update the name of the facility where the treatment was given.
4. In the Address field, update the address of the facility where the treatment was performed.
5. In the City field, update the city where the treatment was performed.

6. In the State field, update the state where the treatment was performed.
7. In the Zip field, update the Zip code of the facility where the treatment was performed.
8. In the Health Care Provider field, update the name of the health care provider who ordered or performed the treatment.
9. In the Comments field, update details, remarks, comments, or notes about the treatment received.
10. Click the Update button.

4.6.3 Removing Locations of Treatment

To remove a location, click the Delete button next to the record you wish to remove. The selected location is deleted from the table.

4.7 Metrics

Metrics refer to certain health values, such as blood pressure, blood sugar, cholesterol, heart rate, and weight. Your physician may want you to monitor one or more of those values, which you can do through self-entered data in My HealtheVet. If you give your physician access as a delegate or grantee, he/she can also monitor those values and help assess your condition.

You and/or your delegate(s) can make changes to any of this information. Your grantee(s) can view all fields if he/she has been given access to this page.

Currently, My HealtheVet has five metrics, which are available under the My HealtheLog option—Blood Pressure, Blood Sugar, Cholesterol, Heart Rate, and Weight—plus a function that allows you to create a self-defined metric to track any desired personal data.

For the five metrics defined for the system, a charting function is present that allows you to follow the progress of any records entered for that metric by date and measurement. The charting feature also allows you to enter goals for a particular value, which are represented on the graph by a dotted line. You need to update these goals once the date is reached to reflect actual values; this updates the charting function and allows current and future values to be graphed properly. For example, if on 1 September you enter a weight goal of 200 pounds for 10 September, this will display as a future goal even after 10 September until you update the entry, either verifying the value, entering a new actual value for that date, or deleting the entry.

The following sections outline the functionality of the metrics pages.

4.7.1 Blood Pressure

The Blood Pressure metric contains the following fields:

Date	Systolic
Diastolic	Comments

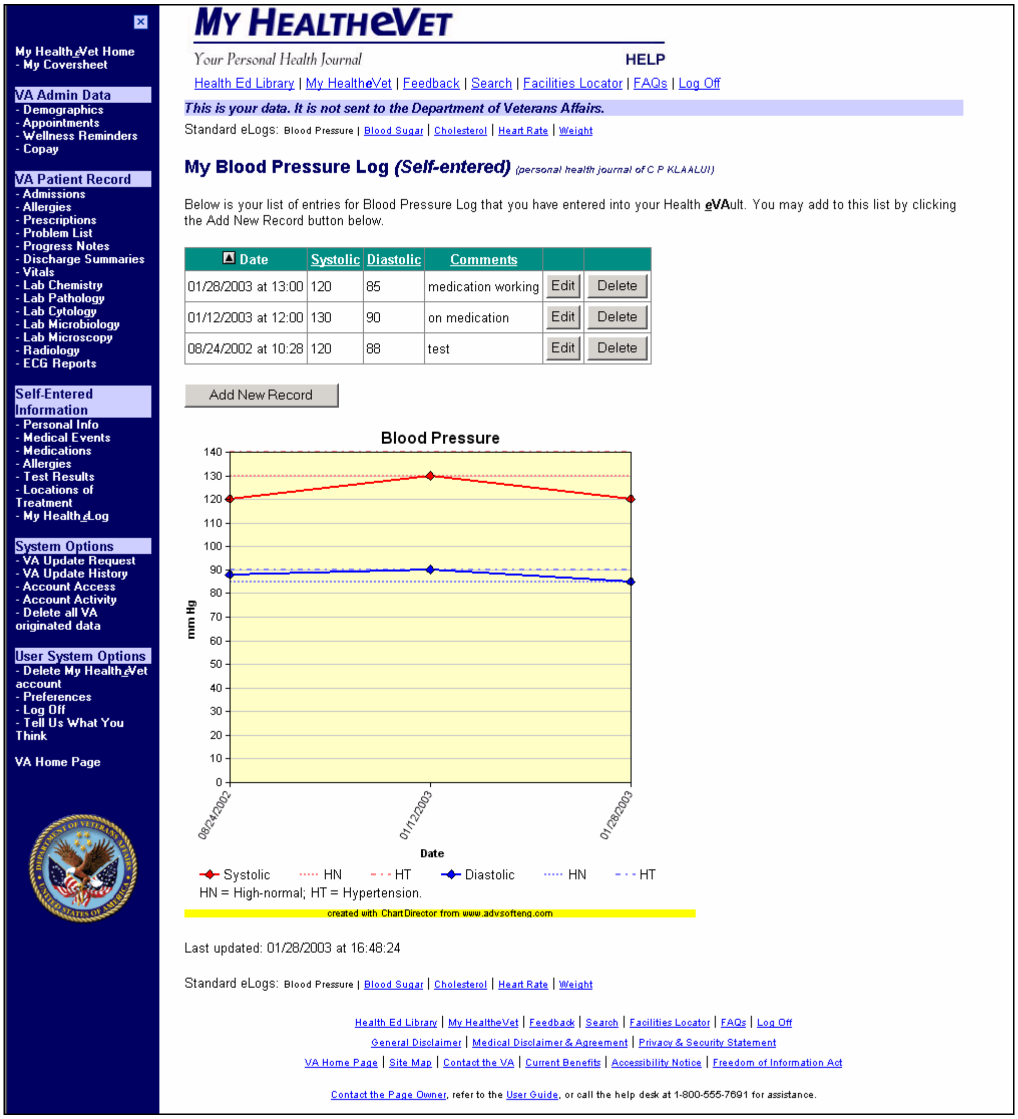


Exhibit 4–10: Blood Pressure Metrics

4.7.1.1 Adding Blood Pressure Information

To add blood pressure information, perform the following actions:

1. Click the Add New Record button.
2. In the Date field, enter the date the blood pressure reading was taken or select a date using the calendar function. This is required information.
3. In the Time field, enter the time of day the blood pressure reading was taken.
4. In the Systolic field, enter the top number of the blood pressure reading. This is required information. Note that minimum and maximum field values for this and the Diastolic value do not allow numbers to be entered outside of the range.
5. In the Diastolic field, enter the bottom number of the blood pressure reading. This is required information.
6. In the Comments field, enter details, remarks, comments, or notes concerning the metric.
7. Click the Save button.

4.7.1.2 Editing Blood Pressure Information

When editing, only those fields that require a change should be updated. To edit blood pressure information, perform the following actions:

1. Click the Edit button next to the record you wish to edit.
2. In the Date field, update the date the blood pressure reading was taken or select a date using the calendar function.
3. In the Time field, update the time of day the blood pressure reading was taken.
4. In the Systolic field, update the top number of the blood pressure reading.
5. In the Diastolic field, update the bottom number of the blood pressure reading.
6. In the Comments field, update any details, remarks, comments, or notes concerning the metric.
7. Click the Update button.

4.7.1.3 Removing Blood Pressure Information

To remove blood pressure information, click the Delete button next to the record you wish to remove. The blood pressure information is deleted from the page.

4.7.2 Blood Sugar

The Blood Sugar metric contains the following fields:

Date mg/dL

Comments

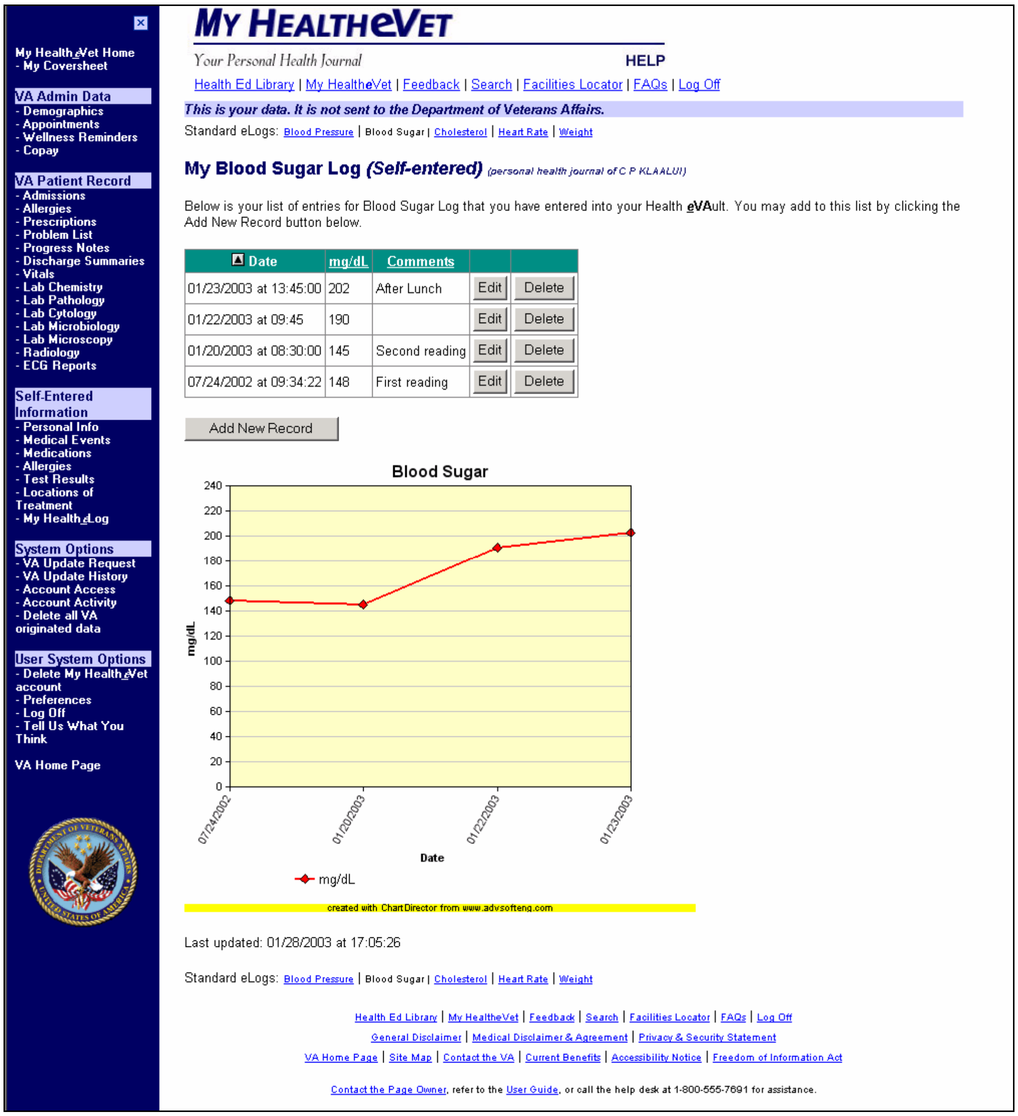


Exhibit 4–11: Blood Sugar Metrics

4.7.2.1 Adding Blood Sugar Information

To add blood sugar information, perform the following actions:

1. Click the Add New Record button.
2. In the Date field, enter the date the blood sugar reading was taken or select a date using the calendar function. This is required information.
3. In the Time field, enter the time of day the blood sugar reading was taken.
4. In the mg/dL field, enter the blood sugar reading. This is required information. Note that minimum and maximum field values for this value do not allow numbers to be entered outside of the range.
5. In the Comments field, enter details, remarks, comments, or notes about the blood sugar reading.
6. Click the Save button.

4.7.2.2 Editing Blood Sugar Information

When editing, only those fields that require a change should be updated. To edit blood sugar information, perform the following actions:

1. Click the Edit button next to the record you wish to edit.
2. In the Date field, update the date the blood sugar reading was taken or select a date using the calendar function.
3. In the Time field, update the time of day the blood sugar reading was taken.
4. In the mg/dL field, update the blood sugar reading.
5. In the Comments field, update details, remarks, comments, or notes about the blood sugar reading.
6. Click the Update button.

4.7.2.3 Removing Blood Sugar Information

To remove blood sugar information, click the Delete button next to the record you wish to remove. The blood sugar information is deleted from the page.

4.7.3 Cholesterol

The Cholesterol metric contains the following fields:

Date	Total (mg/dL)
LDL (mg/dL)	HDL (mg/dL)
Comments	

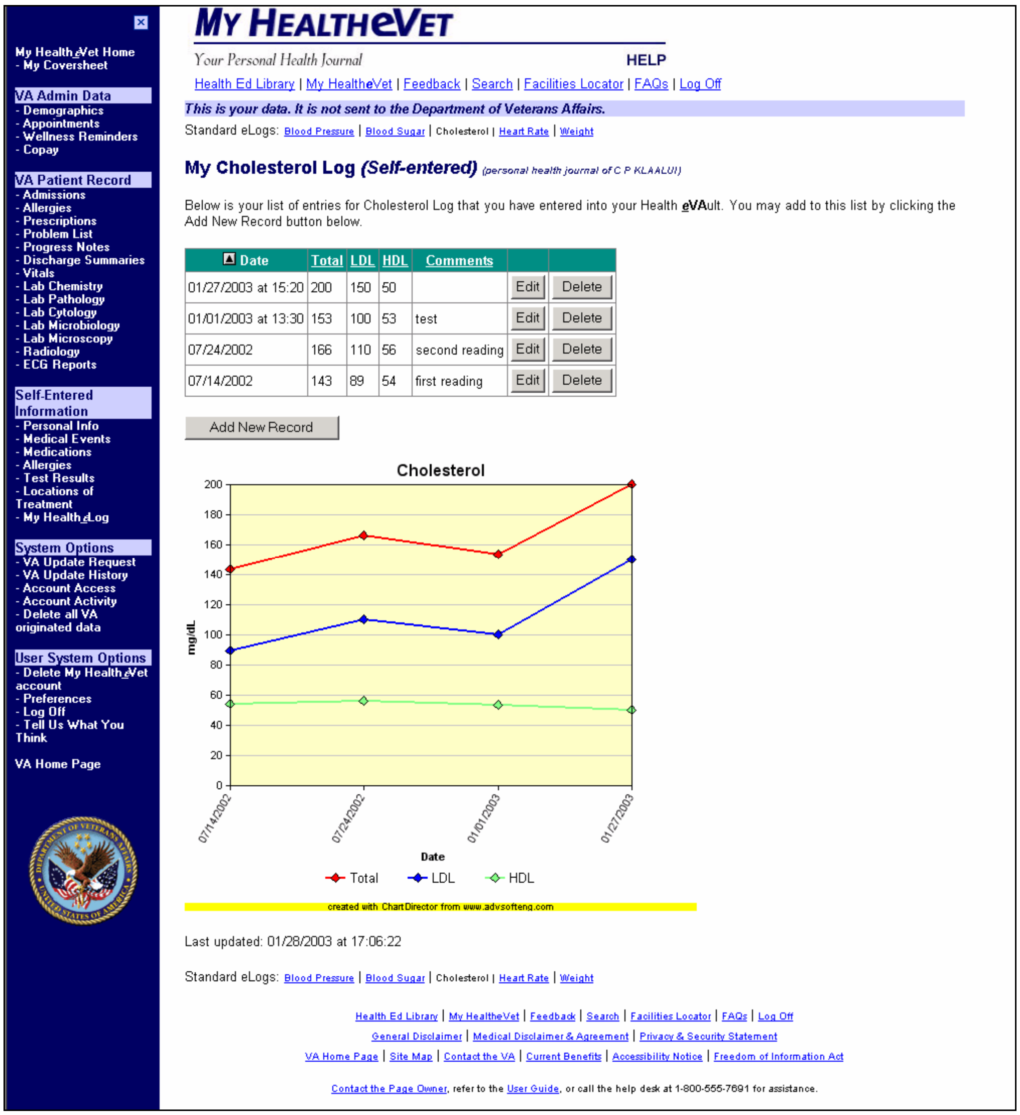


Exhibit 4–12: Cholesterol Metrics

4.7.3.1 Adding Cholesterol Information

To add cholesterol information, perform the following actions:

1. Click the Add New Record button.

2. In the Date field, enter the date the cholesterol reading was taken or select a date using the calendar function. This is required information.

3. In the Time field, enter the time of day the cholesterol reading was taken.

4. In the Total field, enter the total cholesterol reading. This is required information. Note that minimum and maximum field values for this value do not allow numbers to be entered outside of the range. Ideally, this number should reflect the sum of LDL and HDL readings.

5. In the LDL field, enter the LDL reading. Note that minimum and maximum field values for this value do not allow numbers to be entered outside of the range.

6. In the HDL field, enter the HDL reading. Note that minimum and maximum field values for this value do not allow numbers to be entered outside of the range.

7. In the Comments field, enter details, remarks, comments, or notes about the cholesterol reading.

8. Click the Save button.

4.7.3.2 Editing Cholesterol Information

When editing, only those fields that require a change should be updated. To edit cholesterol information, perform the following actions:

1. Click the Edit button next to the record you wish to edit.

2. In the Date field, update the date the cholesterol was taken or select a date using the calendar function.

3. In the Time field, update the time of day the cholesterol reading was taken.

4. In the Total field, update the total cholesterol reading.

5. In the LDL field, update the LDL reading.

6. In the HDL field, update the HDL reading.

7. In the Comments field, update details, remarks, comments, or notes about the cholesterol reading.

8. Click the Update button.

4.7.3.3 Removing Cholesterol Information

To remove cholesterol information, click the Delete button next to the record you wish to remove. The cholesterol information is deleted from the page.

4.7.4 Heart Rate

The Heart Rate metric contains the following fields:

Date	Value
Comments	

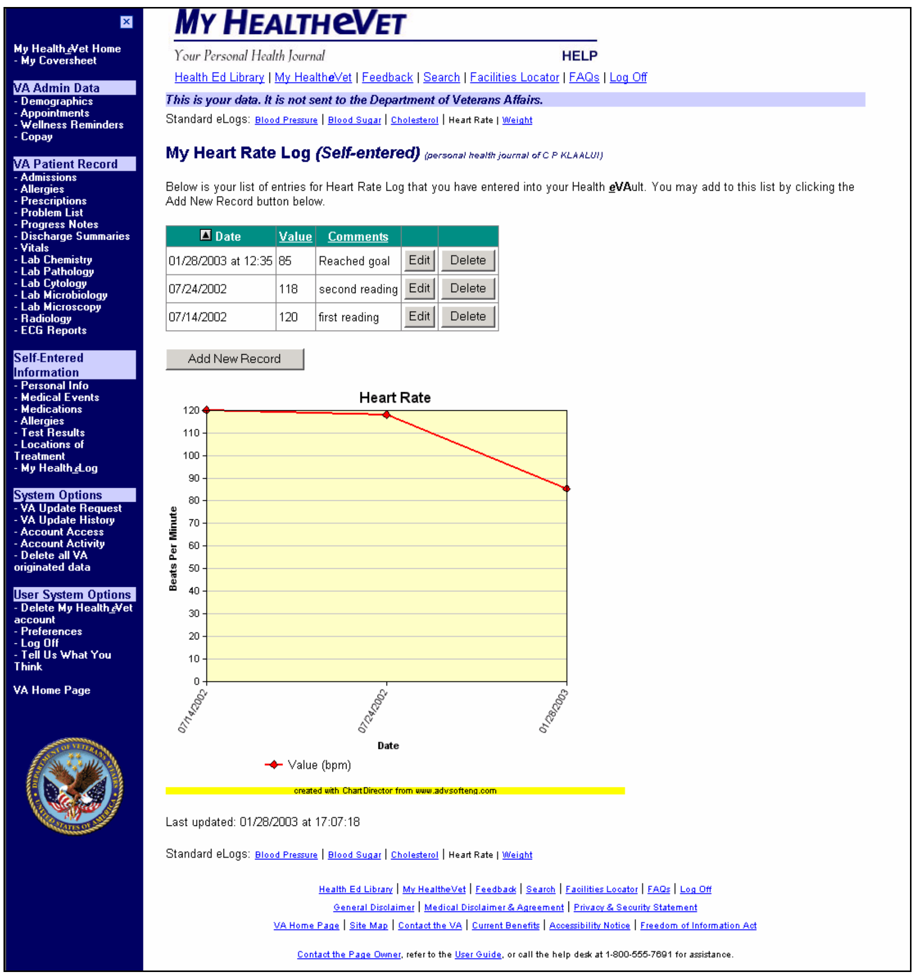


Exhibit 4–13: Heart Rate Metrics

4.7.4.1 Adding Heart Rate Information

To add heart rate information, perform the following actions:

1. Click the Add New Record button.

2. In the Date field, enter the date the heart rate was taken or select a date using the calendar function. This is required information.

3. In the Time field, enter the time of day the heart rate reading was taken.

4. In the Value field, enter the heart rate value, which is measured in beats per minute. This is required information. Note that minimum and maximum field values for this value do not allow numbers to be entered outside of the range.

5. In the Comments field, enter details, remarks, comments, or notes about the listed heart rate.

6. Click the Save button.

4.7.4.2 Editing Heart Rate Information

When editing, only those fields that require a change should be updated. To edit heart rate information, perform the following actions:

1. Click the Edit button next to the record you wish to edit.

2. In the Date field, update the date the heart rate was taken or select a date using the calendar function.

3. In the Time field, update the time of day the heart rate reading was taken.

4. In the Value field, update the heart rate value in beats per minute.

5. In the Comments field, update details, remarks, comments, or notes about the listed heart rate.

6. Click the Update button.

4.7.4.3 Removing Heart Rate Information

To remove heart rate information, click the Delete button next to the record you wish to remove. The heart rate information is deleted from the page.

4.7.5 Weight

The Weight metric contains the following fields:

Date	Pounds
Notes	

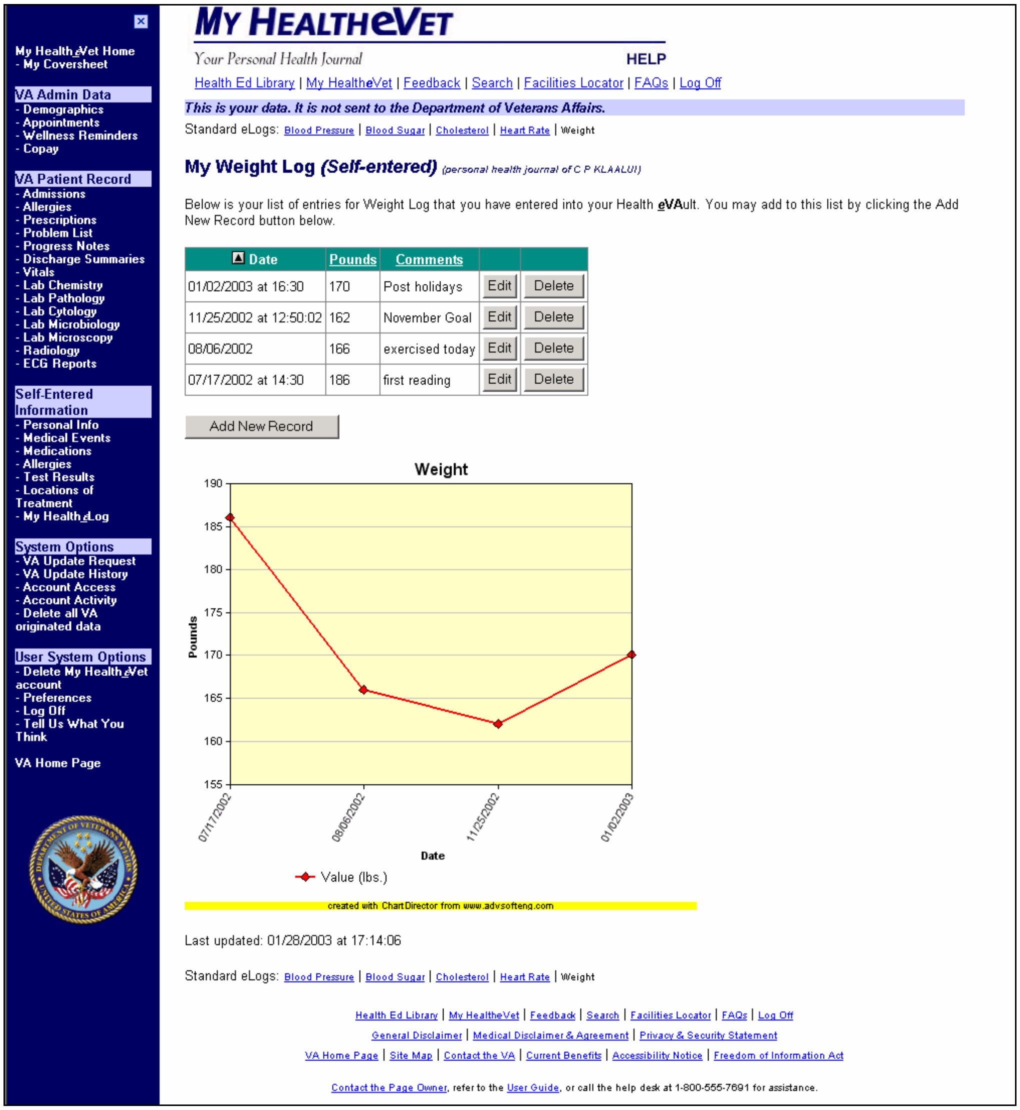


Exhibit 4–14: Weight Metrics

4.7.5.1 Adding Weight Information

To add weight information, perform the following actions:

1. Click the Add New Record button.

2. In the Date field, enter the date the weight was taken or select a date using the calendar function. This is required information.

3. In the Time field, enter the time of day the weight was taken.

4. In the Pounds field, enter the weight in pounds. This is required information.

5. In the Notes field, enter details, remarks, comments, or notes about the listed weight.

6. Click the Save button.

4.7.5.2 Editing Weight Information

When editing, only those fields that require a change should be updated. To edit weight information, perform the following actions:

1. Click the Edit button next to the record you wish to edit.

2. In the Date field, update the date the weight was taken or select a date using the calendar function.

3. In the Time field, update the time of day the weight was taken.

4. In the Pounds field, update the weight in pounds.

5. In the Notes field, update details, remarks, comments, or notes about the listed weight.

6. Click the Update button.

4.7.5.3 Removing Weight Information

To remove weight information, click the Delete button next to the record you wish to remove. The weight information is deleted from the page.

4.7.6 Self-Defined Metric

The My Health**e**Vet system allows you to create self-defined metrics to track personal data in addition to that collected in the other five metrics. In the following example, a metric has been designed to track weight loss progress according to actual weight measured against the goals set for specific dates.

Exhibit 4–15: Sample Self-Defined Metric—Weight Loss

4.7.6.1 Creating a Self-Defined Metric

To create a self-defined metric, perform the following actions:

1. Click the Create new self-defined metric link on the main My Health**e**Log page.

2. Enter the Metric name and Display name in the fields on the Metric Design page, using the design parameters listed. The names entered for the example metric were Weight Loss.

3. Click the Create Metric button.

4. In the Field and Display name fields, enter the name of the field to be measured. In this example, Actual Weight was created first, followed by Target Weight.

5. From the dropdown menu, select whether this information is to be text or a number value.

6. If a number value, enter the minimum and maximum values in the following fields. Leave these fields blank for tracking text values.

7. Click the Add Field button to save the metric design.

8. Complete steps 4 though 7 to add more fields to the metric design; date and comments fields are automatically added by the system.

9. Click the Save Metric button to add the metric to the HealtheLog.

4.7.6.2 Adding Metric Information

To add information to the self-defined metric, perform the following actions:

1. Select the metric from the main My HealtheLog page.

2. Click the Add New Record button.

3. In the Date field, enter the date the metric was taken or select a date using the calendar function.

4. Enter data about the metric in the second field. Note that if entering a number, the values are limited to those between the minimum and maximum values identified when creating the metric.

5. In the Comments field, enter details, remarks, comments, or notes about the metric.

6. Click the Add button.

4.7.6.3 Editing Metric Information

When editing, only those fields that require a change should be updated. To edit metric information, perform the following actions:

1. Click the Edit button next to the record you wish to edit.

2. In the Date field, update the date the metric was taken or select a date using the calendar function.

3. In the data field, update self-defined metric data.

4. In the Comments field, update details, remarks, comments, or notes about the listed weight.

5. Click the Update button.

4.7.6.4 Removing Metric Information

To remove metric information, click the Delete button next to the record you wish to remove. The metric information is deleted from the page.

To delete the entire self-defined metric, click the Create new self-defined metric link on the main My Health***e***Log page; a list of all self-defined metrics appears after with the option to create a new metric. Click the Delete link next to the metric you wish to delete; the metric is removed from the Health***e***Log.

SECTION 5
SYSTEM OPTIONS

5.1 VA Update Requests

The VA Update Request page handles your requests for updates to your ***e*****VA**ult. The update consists of recent information from a VA hospital or clinic. The date of the last update made to the ***e*****VA**ult is displayed at the bottom of the screen.

For more information on creating VA Update Requests, refer to section 3.4 of this guide.

You and/or your delegate(s) can request an update by clicking the Request All Subject Areas button. A request is then sent from the My Health***e***Vet system to VistA for an update of your record. Within 24 hours, the VistA system will pull all records for all known facilities with which you are associated and can be accessed. The VistA updates are then posted to your ***e*****VA**ult.

If you or your delegate only desire to update specific sections of your record, select one or multiple subject areas and facilities from the available lists and click the Submit Detailed Update Request button. VistA updates are pulled and transmitted as with the above process.

> **Note:** The system allows you to request only once per subject area in a 24-hour period or until the original request is filled to cut down on redundant requests clogging the system. If for example you create a "monster" request (a request for all subject areas) and attempt to create another before the first is filled, and error message will appear at the top of the table and the second request will not be processed. If you are unsure whether a request has processed, check the bottom of the page for pending requests, access the VA Update History page to get a detailed account of the last request processed.

For more information on creating VA Update Requests, refer to section 2.4 of this guide.

5.2 VA Update History

The VA Update History page includes a table that lists dates of data extracts and merges with the most recent listed first. You can click the View History File button for a desired record to open a page listing specifics of the data transaction on a new page.

Exhibit 5–1: VA Update History Page

5.3 Account Access

The Account Access page allows you and/or your delegate(s) to grant access to your ***e*VAult**. The page has two tables for granting access: one for delegates and one for grantees.

You and the prospective delegate/grantee must complete the following actions prior to accessing the Account Access screen:

1. The prospective delegate/grantee must register and select a username and a "shared secret" (a word or phrase, up to 50 characters long, known only by you and the delegate/grantee that is used to ensure that the delegate/grantee is authorized to access your records).

2. The prospective delegate/grantee gives his selected username and "shared secret" to you.

3. You can now go to the Account Access screen and add the prospective delegate/grantee by following the steps listed in this section.

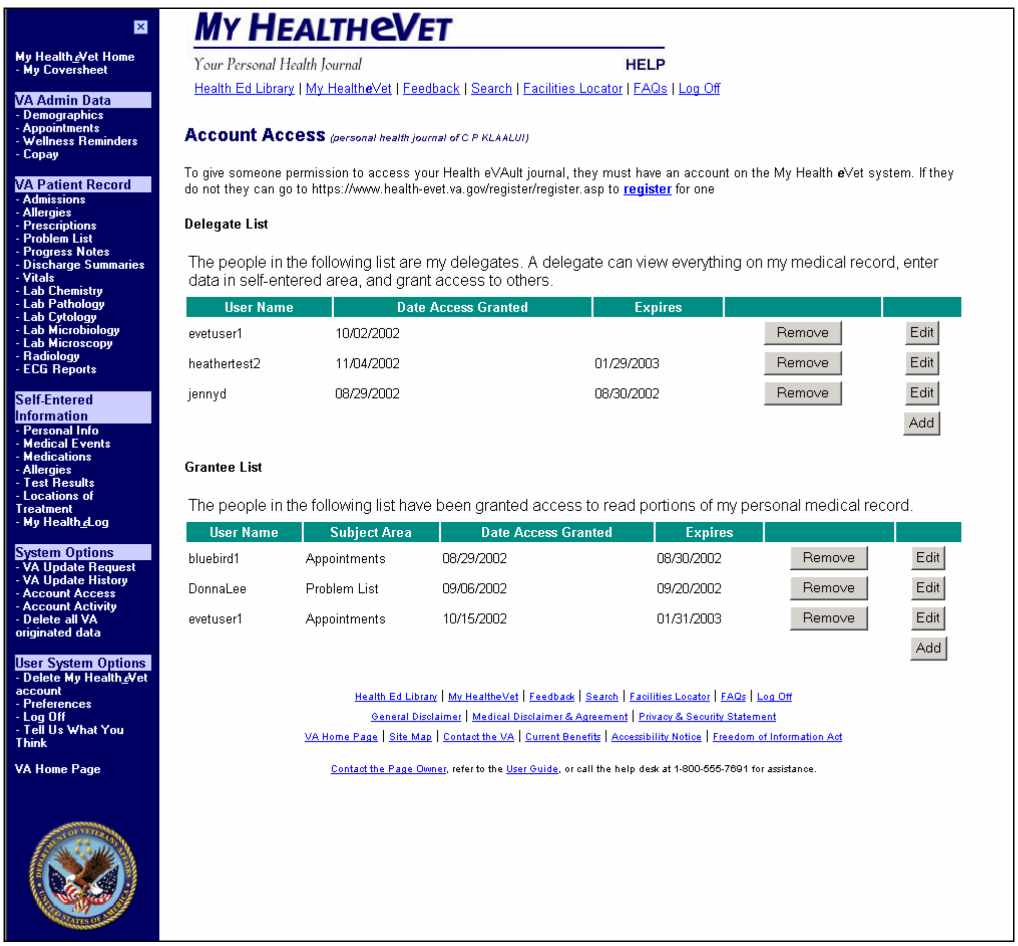


Exhibit 5–2: Account Access Page

5.3.1 Delegates

The first table contains all of the individuals who are granted access as a delegate. A delegate is an individual that can view everything in your ***e*VA**ult, enter data in your self-entered area, and create grantees for you. Delegates cannot create other delegates.

The Delegates table contains the following fields:

User Name	Date Access Granted
Expires	

5.3.1.1 Adding Delegates

To add delegates, perform the following actions:

1. Click the Add button.
2. In the Delegate Name field, enter the delegate's name.
3. In the Shared Hint field, enter the shared hint given to you by the delegate.
4. In the Date Access Granted field, enter the date the delegate is given access to the record or select a date using the calendar function.
5. In the Expiration Date field, enter the date that the delegate's access to the record expires or select a date using the calendar function.
6. Click the Save Changes button.

5.3.1.2 Editing Delegates

When editing, only those fields that require a change should be updated. To edit existing delegates, perform the following actions:

1. Click the Edit button next to the delegate you wish to edit.
2. In the Date Access Granted field, update the date the delegate is given access to the record or select a date using the calendar function.
3. In the Expiration Date field, update the date that the delegate's access to the record expires or select a date using the calendar function.
4. Click the Save Changes button.

5.3.1.3 Removing Delegates

To remove delegates, click the Remove button. The selected delegate is deleted from the table and can no longer access your ***e*VA**ult.

5.3.2 Grantees

The second table contains all of the individuals who are granted access as grantees. A grantee is an individual that can view specified areas of your ***e*****VA**ult for a specified period of time.

The Grantees table contains the following fields:

User Name	Subject Area
Date Granted	Expires

5.3.2.1 Adding Grantees

To add grantees, perform the following actions:

1. Click the Add button.
2. In the User Name field, enter the user name.
3. In the Shared Hint field, enter the shared hint given to you by the grantee.
4. In the Subject Area field, select an area or areas the grantee may view from the available list.
5. In the Date Access Granted field, enter the date the grantee is given access to the record or select a date using the calendar function.
6. In the Expiration Date field, enter the date that the grantee's access to the record expires or select a date using the calendar function.
7. Click the Add Grantee button.

5.3.2.2 Editing Grantees

When editing, only those fields that require a change should be updated. To edit grantees, perform the following actions:

1. Click the Edit button.
2. In the Date Access Granted field, update the date the access for the individual is activated.
3. In the Expiration Date field, update the date the access for the individual is deactivated.
4. Click the Save Changes button.

5.3.2.3 Removing Grantees

To remove grantees, click the Remove button. The selected grantee is deleted from the table. The individual can no longer access your ***e*****VA**ult.

5.4 Account Activity

The Account Activity page displays a read-only table containing a list of all individuals that have accessed your ***e*****VA**ult.

The page also contains a new feature that allows you to trim the records in the activity log. By using the calendar function or entering a date in the trim field and clicking the Go button, all entries displayed in the table before that date will be deleted from the record. If you wish to delete all records in the log, you should click the Go button without a date entered in the trim date field; all entries will be deleted.

The account activity table contains the following fields:

Date*	Patient Name
User Name	Activity
Successful Access	

* The record with the most recent date will display at the top of the table.

Exhibit 5–3: Account Activity Page

5.5 Delete All VA Originated Data

This option allows you to delete all data downloaded to the ***e*****VA**ult from the VA. When you click this menu choice, the following screen appears:

Exhibit 5–4: Delete All VA Originated Data

If you wish to delete your data, click the Yes, Delete My Data button on the screen. To maintain your data, click the Back button on the browser to exit the screen or click another data category on the left menu bar.

5.6 Delete My Health*e*Vet Account

This option allows you to delete your My Health***e***Vet account. When you click this menu choice, the following screen appears:

Exhibit 5–5: Delete My Health*e*Vet Account

If you wish to delete your account, click the Yes, Delete My Data button on the screen. To maintain your account and exit the page, click the Back to eVet button.

5.7 Preferences

The Preferences page allows you the following three options:

- Shared Hint—Change and maintain the shared hint that allows you to act as a delegate or grantee to share portions of another user's Personal Health Journal
- Password Maintenance—Allows you to change your password. For security purposes, it is recommended that your password be changed every 90 days.
- Automatic Merge—If this option is false, you will have to select the merge option on the VA Update Request page upon receiving an update from a VA facility. If the preference is set to true, your health journal will be updated automatically.

Exhibit 5–6: Preferences Page

5.8 Tell Us What You Think

Clicking this link displays the following form, which allows you to request help desk assistance or to send comments or suggestions about the system to the development and administrative team.

Exhibit 5–7: Tell Us What You Think Form

Enter information into the fields and click the Submit button. All comments and suggestions will be logged and questions or problems responded to by the help desk. For immediate assistance, the help desk may also be reached by telephone at 1-800-555-7691.

5.9 Log Off

To log off of the My Health*e*Vet system, perform the following actions:

1. From the Navigation bar on the left side of the screen or the hyperlink at the top of the data page, click the Log Off option. A popup window appears requesting username and password.

2. The following page appears asking you to confirm Log Off. To cancel the log off and return to the records, click the Back to eVet button. To confirm log off and end the session, click the Log Off button.

Exhibit 5–8: Log Off Screen

3. A gray dialogue box appears. To return to the system, type your username and password in the popup window and click OK. To confirm the end of the log off process, click the cancel button without typing any information in the box. A page appears stating that the session has been closed and instructing you to close your browser.

Exhibit 5–9: Session Closed Screen

SECTION 6
VETERANS' HEALTH EDUCATION LIBRARY

6.1 Overview

The Veteran's Health Education Library (VHEL) section of the My HealtheVet application was developed for veterans by a partnership between the Veterans Health Administration Employee Education System and Office of Information. It provides you with information about important health topics, including the following:

- Living healthy: exercise and sports, food and nutrition, immunizations, smoking cessation, stress management and other things you can do to stay well
- Men's Health
- Women's Health
- Aging and Health
- Mental Health
- Information about medications, treatments, and surgical procedures
- Managing diseases or conditions: preventing complications, coping skills, self-monitoring

In addition to a link to the VHEL home page, the left menu bar for VHEL contains nine selections, which are detailed in the following sections.

6.2 Disclaimer and Medical Agreement

As with the My HealtheVet page, the VHEL contains a disclaimer statement that you should read and agree to before you are allowed to access additional features of the VHEL site. This page is available by clicking the link and also appears when you attempt to access your first informational page of the site during a session. If you disagree to the disclaimer statement, you will be directed to an Exit Notice page and given to option to return to the disclaimer statement and agree to the policies or to connect to the VHEL home page. After you agree to the page, the link displays the disclaimers and privacy statements in text form without displaying the buttons.

6.3 Be Well

The Be Well link opens a page with 14 different links to informational categories such as Medications, Mental Health, Fitness, and Aging as seen in the following exhibit:

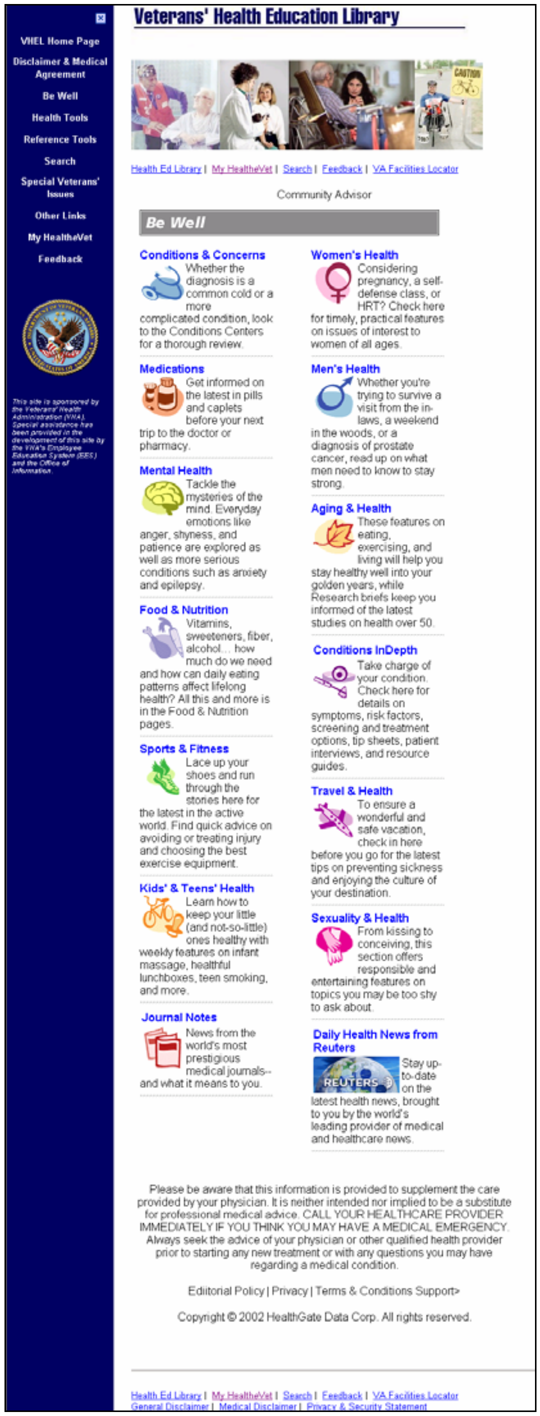


Exhibit 6–1: Be Well Page

6.4 Health Tools

This page provides you with four interactive tools that allow you to check medication interaction, explore human anatomy, explore conditions, and assess your health risks as seen in the following exhibit.

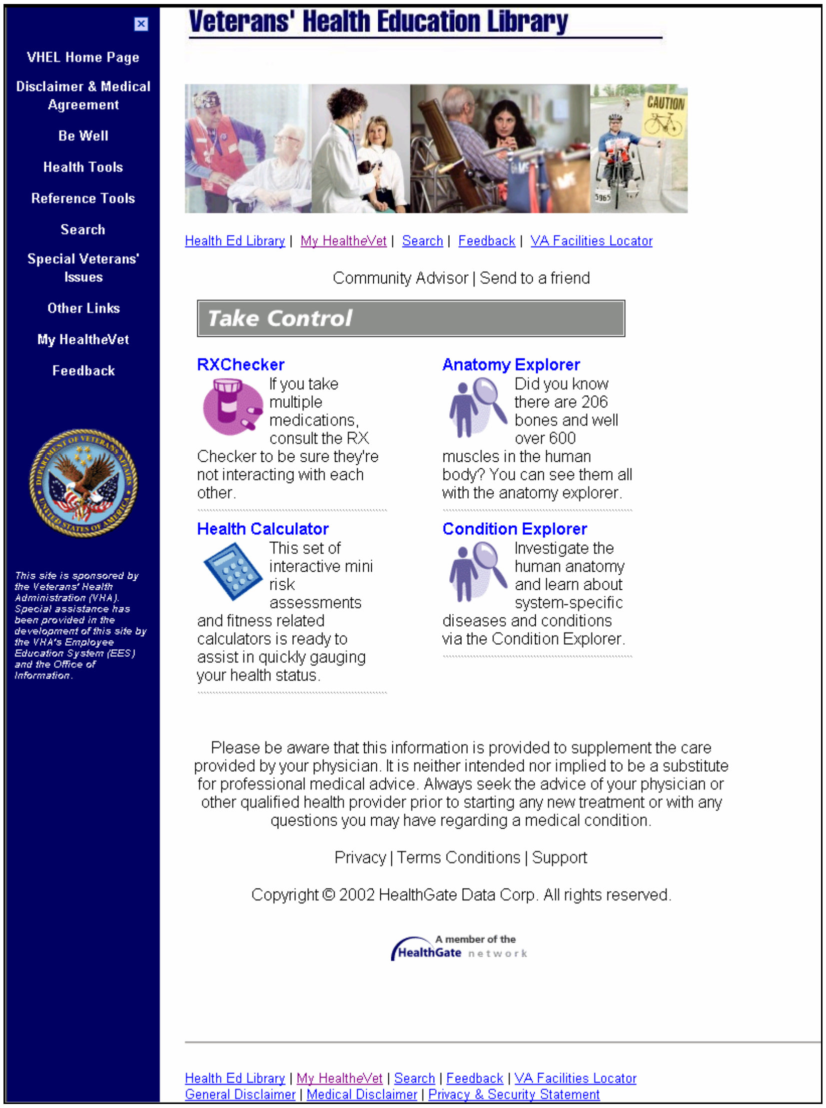


Exhibit 6–2: Health Tools Page

6.5 Reference Tools

This page provides you with five interactive areas that provide reference guides and information on medication, conditions, treatment, and procedures as seen in the following exhibit.

Exhibit 6–3: Reference Tools Page

6.6 Search

This page allows you to search for information and articles on interest by entering keywords in the textbox as seen in the following exhibit.

Exhibit 6–4: Search Page Entry Form

After you click the Submit button, the system searches for and returns articles relevant to the keyword entered as in the following exhibit.

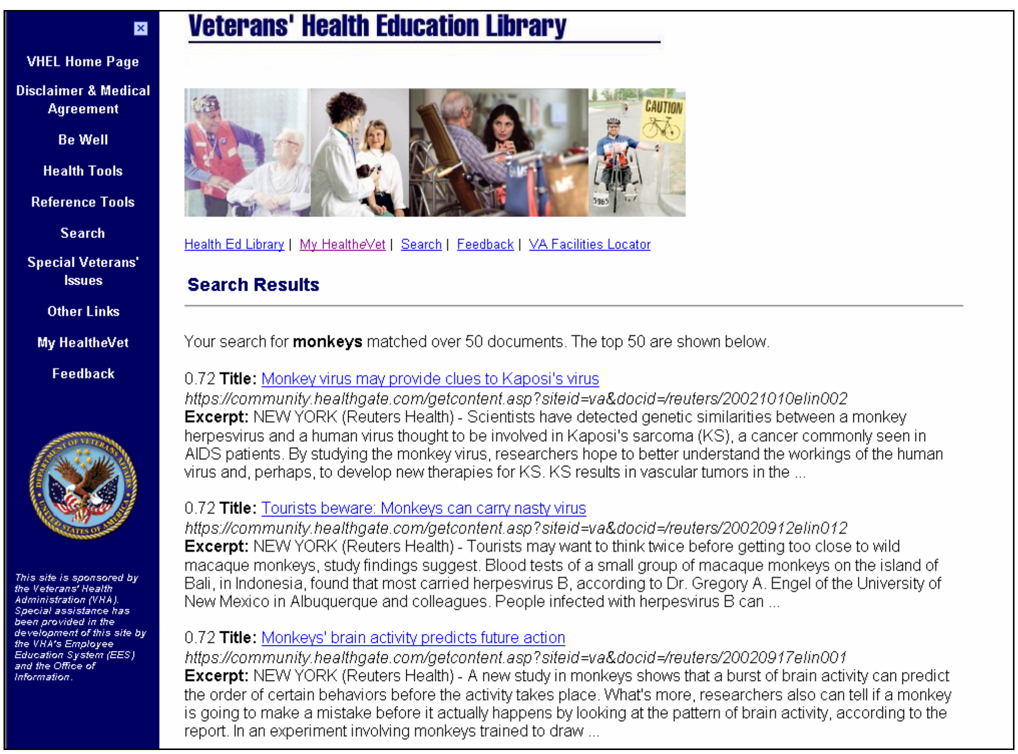


Exhibit 6–5: Search Page Results

6.7 Special Veterans Issues

This page was developed to list additional areas of interest or information specific to veteran users. Each hyperlink directs you to another page on the VA network with information relevant to the topic selected. The following exhibit displays the page with Special Veterans Issues topics.

Exhibit 6–6: Special Veterans Issues Page

6.8 Other Links

This page contains a link to the Consumer and Patient Health Information Section (CAPHIS) Top 100 list page, which provides links to selected quality health care Web sites.

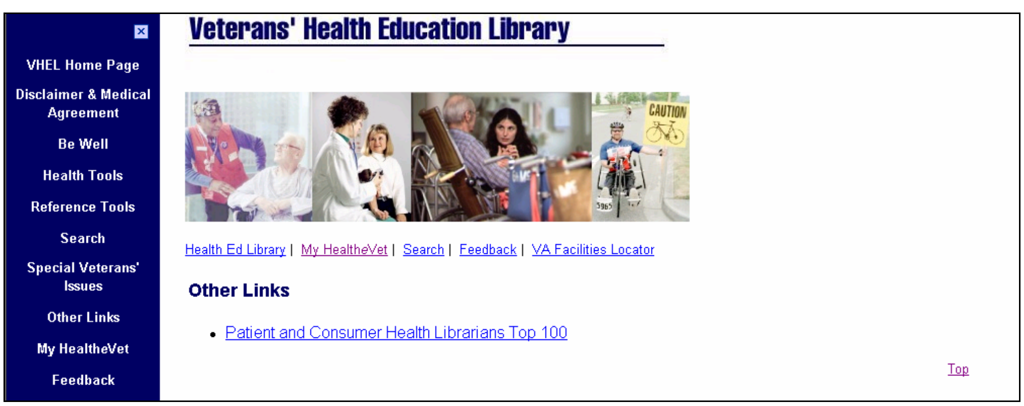


Exhibit 6–7: Other Links Page

6.9 My HealtheVet

This link returns you to the home page for the My Health***e***Vet application.

6.10 Feedback

Clicking the Feedback link opens an email from your system (such as Microsoft Outlook) that will be sent to the VHA's Employee Education System for recording and evaluation. Members of the My Health***e***Vet team will not receive a copy of this feedback.

APPENDIX A
ACRONYMS

APPENDIX A
ACRONYMS

ECG	Electrocardiogram
EDS	Electronic Data Systems
HDL	High-Density Lipoprotein
LDL	Low-Density Lipoprotein
SSN	Social Security Number
VA	Department of Veteran Affairs
VistA	Veterans Health Information Systems and Technology Architecture

APPENDIX B
GLOSSARY OF TERMS

APPENDIX B
GLOSSARY OF TERMS

Delegate	An individual that can view everything in your ***e*****VA**ult, enter data in the self-entered area, request and merge updates, and create grantees
e**VA**ult	Health***e***Vet record
Grantee	An individual that can view specified areas of your ***e*****VA**ult
Merge	Process by which new data from VistA is combined with the existing ***e*****VA**ult
Patient	The veteran who owns the Health***e***Vet record
Shared Secret	A word or phrase (up to 50 characters long) known only by you and your delegate/grantee that is used to ensure that the delegate/grantee is authorized to access your records
SIG	Instruction on how to take the prescription